

1. **Invitation to Exhibit**
Manufacturers of brass instruments and their related accessories, publishers, record companies, and other related firms are invited to exhibit their products and services at the 2008 Rafael Méndez Brass Institute at the University of Denver Lamont School of Music, July 06-12, 2008.
 2. **Donation Gift for Display Space**
A. In order to accommodate the various needs of each exhibitor, display space is available as follows:
6' Tables:
First 6' Table \$100 includes 1 exhibit badge (valid July 11 & 12)
Additional 6' table \$50 ea. includes badge (valid July 11 & 12)
B. Since each exhibitor is actually renting space by renting one or more tables, donation amount for displays cannot be reduced for an exhibitor who provides his/her own tables or does not need tables.
 3. **Assignment of Display Spaces**
A. The location of exhibit spaces will be in Byron Flexible Theatre. The 2008 Rafael Méndez Brass Institute Exhibits Coordinator in consultation with the 2008 Rafael Méndez Brass Institute Host will determine exact table location. Preference will be given to those exhibitors who return the contract first.
B. Table covering or other special display items are to be provided by the exhibitor.
 4. **Exhibit Schedule**
The official program schedule will include the following display/exhibit hours:
Friday July 11: 11:00 am – 6:00 pm
Saturday July 12: 09:00 am – 1:30 pm
 5. **Set-up of Displays**
All exhibits must be set-up in time for the official opening of exhibits on Friday, July 11 at 11:00 am unless an exception has been negotiated with the Exhibits Coordinator. Exhibitors are welcome to set up their displays between **07:00 am and 11:00 am on Friday, July 11**. If more time is needed, please contact the exhibits coordinator.
 6. **Storage**
During the institute sufficient storage space will be provided in a convenient location for cartons and packing materials. Some cartons or shipping/packing materials may be stored under tables in the exhibit areas. Exhibitors must comply with all school, local, regional, and national fire laws.
 7. **Care of Building and Equipment**
Nothing shall be posted, tacked, nailed, screwed, or otherwise attached to any part of the walls, floors, or any other part of the building or furniture. This, or any other act which interferes with the proper protection of these properties, shall be at the expense of the exhibitor.
 8. **Liability and Insurance**
A. The 2008 Rafael Méndez Brass Institute, the University of Denver, or any staff members will not be responsible for the safety of the property of the exhibitor from theft, damage by fire, accident, or other causes, but will use reasonable care to protect exhibitors from such loss and will secure the building during those periods when exhibit area is not open to the public.
B. No responsibility is assumed for goods delivered to the exhibit area prior to the conference or materials in the exhibit area after closing of the exhibits.
 9. **Special Services**
It will not generally be possible for the organizers to arrange for exhibit attendants to be hired.
 10. **Shipping**
A. You may ship products in advance to be stored in a locked room at the university. Please plan for shipments to arrive Monday, July 07, through Thursday, July 10, 2008. All products shipped in advance will be the responsibility of the exhibitor, although reasonable care will be taken to assure the security of goods received.
B. Identify packages as "RMBI Exhibit" and send to: University of Denver Lamont School of Music, 2344 East Iliff Avenue, Denver, CO 80208
 11. **Dismantling of Exhibits**
Exhibits will close at 1:30 pm on July 12. All exhibitors are expected to maintain their exhibits until that time unless an early dismantle has been negotiated with the 2008 Rafael Méndez Brass Institute exhibits coordinator. Exhibits must be dismantled, packed and moved to the storage room by 8:00 pm Saturday, July 12, 2008. Return shipping of all products will be the responsibility of the exhibitor. Material can be stored for Monday pick-up, but will need to be shipped out by 4:00 pm on Monday, July 14, 2008.
 12. **Regulations and Contract**
These General Information and Regulations for Exhibitors become a part of the contract between the exhibitor and the 2008 Rafael Méndez Brass Institute. They have been formulated for the best interest of the exhibitor. We respectfully request full cooperation of the exhibitor in their observance. All points not covered herein are subject to the decision of the Institute Management and the 2008 Rafael Méndez Brass Institute.
Any specific regulations pertaining to the University of Denver will become part of the contract.
- For further information contact:**
Jennifer Hood, Exhibits Coordinator, 2008 Rafael Méndez Brass Institute, 303 877-1383, ExhibitorsWin@comcast.net
Alan Hood, Host, 2008 Rafael Méndez Brass Institute, University of Denver Lamont School of Music, 303-871-6918, Fax 303-871-3118, ahood@edu

**2008 Rafael Méndez Brass Institute
Exhibit & Advertising Contract**

We, the undersigned, do hereby make application to exhibit at the 2008 Rafael Méndez Brass Institute to be held at the University of Denver Lamont School of Music, Denver, Colorado, July 06-12, 2008. We have read and agree with the **General Information and Regulations for Exhibitors**, which are part of this contract.

General Information

Company _____ Website _____

Badge Name(s) _____

Contact person _____ Phone _____ Fax _____

Address _____

Email address(es) _____

Donation Information (your gift includes)

- ___ First table (six feet) \$ 100
- ___ Additional tables (six feet each) \$ 50 ea.
- ___ Advertisement page each (4.875"w X 7.625"h) \$ 50 ea. **2008 RMBI booklet grayscale full page only.**

TOTAL \$

Email ad(s) formatted as an image file. (PDF, JPG, TIFF, BMP) min. 300 dpi to ExhibitorsWin@comcast.net.

EXHIBIT HOURS: Friday, July 11 - 11:00 am – 6:00 pm Saturday, July 12 - 09:00 am – 1:30 pm

(Signature of company representative)

DATE _____

(RMBI Representative)

DATE _____

Please return original signed contract plus payment to:

**University of Denver Lamont School of Music
Alan Hood/RMBI 2008 Exhibits
2344 E. Iliff Avenue
Denver, CO 80208**

Fax (to the attention of Alan Hood) 303-871-3118

Method of Payment:

Remit all checks (U.S. Bank) or money orders in U.S. dollars payable to: **University of Denver/RMBI**

CHECK ___ MONEY ORDER ___ CREDIT CARD ___

To be included in the Rafael Méndez Brass Institute program booklet reply by May 15, 2008.