

International Clarinet Association
ClarinetFest® 2010
Austin, Texas, U.S.A.
July 21-25, 2010

EXHIBITOR INFORMATION AND REGULATIONS

LOCATION

The ClarinetFest® 2010 exhibits will be located in the University of Texas–Austin Butler School of Music building, 2nd floor, in the Band Rehearsal Hall, Choral Rehearsal Hall, and Orchestra Room. The physical address is 2406 Robert Dedman, Austin, TX 78705.

EXHIBIT HOURS

<i>Installation:</i>	Wednesday, July 21	1:00 p.m. to 9:00 p.m.
<i>Daily Open Hours:</i>	Thursday, July 22	8:30 a.m. to 5:00 p.m.
	Friday, July 23	8:30 a.m. to 5:00 p.m.
	Saturday, July 24	8:30 a.m. to 5:00 p.m.
	Sunday, July 25	NO HOURS

PLEASE NOTE:

There will be NO official lunch break. We will have volunteers take boxed lunch orders for exhibitors that may not be able to leave their booths.

<i>Dismantling:</i>	Saturday, July 24	5:00 p.m. to 9:00 p.m.
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EXHIBITION SPACE AND SERVICE

Exhibitors may rent booth space in 8'x 8', 8'x16', and 8'x 24' sizes. A basic booth package includes:

- 1 – 6' draped table
- 2 – chairs
- 1 – wastebasket
- 1 – 7" x 44" two-line, black on white I.D. sign (with company name, city, state, and booth #)
- 8' high back drape
- 3' high side dividers

For an additional cost, optional services can be made available upon request through CDS Events.

Booth locations will be assigned by the Executive Director, on a first come first serve basis with some preference given to previous exhibitors. To reserve exhibit space, please complete the enclosed ***Exhibitor Space Reservation Form & Agreement***. Send the completed form and payment to International Clarinet Association, Attn: So Rhee, P.O. Box 1310, Lyons, CO 80540 USA. You will be notified of your booth location as soon as applications are received and processed. If you have any questions, please contact Executive Director, So Rhee, at execdirector@clarinet.org or 801-867-4336.

EXHIBIT FEES AND PAYMENT OPTIONS

Please refer to the *Exhibit Space Reservation Form & Agreement* for the fees that correspond to the appropriate booth sizes. In addition to a booth space, a tryout room can be reserved for \$600.00, on a limited basis. (Please contact Exhibitor Director to check on availability before reserving a tryout room.) You may pay the full amount due at the time of your reservation or select to pay your fees in two installments. A minimum of **50% of the total amount is due with your completed *Exhibit Space Reservation Form & Agreement*, with the final installment due no later than April 30, 2010.** All payments should be made out to the “**International Clarinet Association**”.

REFUNDS

Only written requests for refunds will be honored. A 100% refund will be given for requests received before April 30, 2010, and a 50% refund will be given for requests received between May 1 and May 31, 2010. **No refunds will be made if the request is received after May 31, 2010.**

PRODUCT/SERVICE DESCRIPTIONS

Each exhibitor will be given the opportunity to include a factual statement of twenty-five words or less in the conference program book, describing the products and or services that they provide. This service is provided to each exhibitor free of charge. Each statement must be free of all self-serving proclamations of unproven sales and quality leadership. The Executive Director reserves the right to edit program copy if it does not meet these requirements.

PROGRAM ADVERTISING

Advertising in the Conference Program is an excellent way to generate interest in your exhibit and to remind attendees of your presence. Please use the enclosed *ClarinetFest® 2010 Advertising Insertion Order Form* to reserve your advertising space. Please note that the completed form, advertisement, and payment are due by **April 30, 2010**. All ads must be in electronic format.

SHIPPING

All exhibitors that would like to ship materials to ClarinetFest® 2010 are required to utilize the drayage services of **CDS Events**. About six to eight weeks prior to the conference date, you will receive a packet from CDS Events. (***PLEASE NOTE: Exhibitors may NOT ship materials directly to the University of Texas–Austin campus.***)

LIABILITY AND INSURANCE

Each exhibitor assumes entire responsibility for, and hereby agrees to protect, defend, indemnify and save the International Clarinet Association (ICA) and the University of Texas–Austin (UTA), their employees, directors, and agents, harmless against all claims, losses, damages to person or property, governmental charges or fines or attorney fees, arising out of, or caused by, the exhibitors' installation, removal, maintenance, occupancy, or use of the exhibition premises or any part thereof, excluding only such liability caused by the sole negligence of the ICA and UTA.

The exhibitor agrees that neither the ICA, UTA, nor any representative or employee of either entity will be responsible for injury, loss, or damage that may occur to the exhibitor, their employees, or exhibit materials from any cause whatsoever, either prior to, during, or subsequent to the conference. The exhibitor is required to complete and return the enclosed *Release of Liability and Hold Harmless Agreement*.

GENERAL REGULATIONS

- Exhibitors will not be permitted to set up their displays at the conference until all fees have been paid.
- Each booth must be staffed at all times during the published exhibit hours. To achieve maximum security, all exhibitors must close their exhibits promptly at closing time each day.
- There will be hired overnight security to watch over the exhibit space. During active exhibit hours, the exhibitors are responsible for securing and watching over their own exhibit spaces. We recommend that at least two people watch over each 8'x 8' booth at all times.
- There will be no smoking in the exhibit hall.
- All exhibits must conform to the size of the booth space and must be arranged so as not to obstruct the view of or interfere with other exhibits.
- All decorations shall conform to the requirements of the Executive Director. In addition, all decorations shall conform to all local safety and fire codes.
- Exits, fire stations and fire extinguishers must not be obstructed.
- All demonstrations or other sales activities must be confined to the limits of the exhibit booth. However, with limited availability, an exhibitor may have a try-out room available in a location outside of the exhibit area for an additional fee.
- No exhibitor shall reassign sublet, or share his space without written consent of the Executive Director.
- At the discretion of the Executive Director, an exhibitor may be restrained from any action, which is objectionable and detracts from the quality and integrity of the exhibits or ClarinetFest®. An exhibitor who fails to rectify an objectionable situation immediately may be expelled and the privileges canceled without refund.
- Each exhibitor will be allowed four (4) name badges per 8'x8' exhibit space rented for the exhibition area (8'x8' booth – 4 badges, 8'x16' booth – 8 badges, etc.). Two (2) badges per 8'x8' booth will be “all access” badges for entry into concerts and sessions. Additional “all access” badges are available for a fee by contacting the Executive Director.

**INTERNATIONAL CLARINET ASSOCIATION
THE UNIVERSITY OF TEXAS-AUSTIN
RELEASE OF LIABILITY AND HOLD HARMLESS AGREEMENT**

This Agreement entered into this _____ day of _____, 2010 by and between the International Clarinet Association (ICA), the University of Texas–Austin (UTA) and _____ (Exhibitor) with respect to Exhibitor’s use of the facilities at UTA in connection with the ClarinetFest® 2010 to be held at UTA in Austin, Texas, on July 21-25, 2010.

1. Exhibitor acknowledges Exhibitor’s understanding that the ICA’s involvement is limited to assisting the Exhibitor with respect to Exhibitor’s use of UTA’s facilities and presentation of Exhibitor’s goods and services at the ClarinetFest® 2010.
2. In consideration of the ICA’s and UTA’s efforts in so assisting the Exhibitor, the Exhibitor, its officers, agents, employees, members, successors, and assigns, hereby releases and holds harmless the ICA and UTA, their directors, officers, members, agents and employees from all claims, damages, liabilities, losses, and expenses (including attorney’s fees), of any kind and nature whatsoever, arising from or related to Exhibitor’s use of the facilities and presentation of Exhibitor’s goods and services at ClarinetFest® 2010.

Signature _____

Printed Name _____

Title _____

Company _____

ALL EXHIBITORS MUST RETURN THIS FORM

Please return signed form to:

International Clarinet Association
c/o So Rhee, Executive Director
P.O. Box 1310
Lyons, CO 80540 USA
Fax: 212-457-6124