

inspirations



ClarinetFest® 2016
Lawrence, Kansas USA

August 3-7, 2016

EXHIBITOR INFORMATION AND REGULATIONS

LOCATION

Exhibits at the ClarinetFest® 2016 will be located in the Murphy Hall on the campus of the University of Kansas, Lawrence. For general information about the conference, including lodging, housing, schedule and more, go to clarinet.org/clarinetfest2016

EXHIBIT HOURS

<i>Move-in:</i>	Wednesday, August 3	Noon to 8 p.m.
<i>Daily Open Hours:</i>	Thursday, August 4	8:30 a.m. to 5 p.m.
	Friday, August 5	8:30 a.m. to 5 p.m.
	Saturday, August 6	8:30 a.m. to 5 p.m.
<i>Move-out:</i>	Saturday, August 6	5 p.m. to 8 p.m.

PLEASE NOTE:

There is no official lunch break.

EXHIBITION SPACE AND SERVICE

Exhibitors may rent booth space in 8'x8', 8'x16' and 8'x24' sizes. A basic booth package (per 8'x8' space) includes:

- 1 – 6' draped table
- 2 – chairs
- 1 – wastebasket
- 8' high back drape
- 3' high side dividers
- Booth ID sign

Booth locations will be assigned on a first-come, first-served basis with some preference given to previous exhibitors and supporting sponsors. To reserve exhibit space, please complete the *Exhibitor Space Reservation Form & Agreement* and *Release of Liability and Hold Harmless Agreement*. Email the completed forms to evanlynchica@gmail.com or mail forms and payment to International Clarinet Association, 829 Bethel Road #216, Columbus, OH 43214 USA. You will be notified of your booth location as soon as applications are received and processed. The deadline for reservations is **May 30, 2016**. If you have any questions, email evanlynchica@gmail.com.

EXHIBIT FEES AND PAYMENT

Please refer to the *Exhibitor Space Reservation Form & Agreement* for the fees that correspond to the appropriate booth sizes. Payment is due in full with the space reservation, payable in U.S. funds by check or credit card to the **International Clarinet Association**.

REFUNDS

Only written/emailed requests for refunds will be honored. A 75% refund will be given for requests received before May 30, 2016, and a 50% refund will be given for requests received between May 1 and May 30, 2016. **No refunds after May 30, 2016.**

ADVERTISING IN THE OFFICIAL CLARINETFEST® PROGRAM BOOK

Please use the *ClarinetFest® 2016 Advertising Order Form* to reserve your advertising space. Please note that the completed form, advertisement, and payment are due by **May 30, 2016**. All ads must be in JPG, PNG or PDF formats and at least 300 dpi in resolution and comply with sizes indicated on the order form.

SHIPPING

All exhibitors shipping materials to ClarinetFest® 2016 are required to utilize the drayage services Fern Exposition & Event Services, LLC. Exhibitors will receive a service kit with forms to be completed and returned to Fern Exposition & Event Services. **PLEASE NOTE:** Exhibitors may NOT ship materials directly to the University of Kansas. *Exhibitor shipments sent to the university may be rejected and returned to sender.*

LIABILITY AND INSURANCE

Each exhibitor assumes entire responsibility for, and hereby agrees to protect, defend, indemnify and save the International Clarinet Association and the University of Kansas Lawrence, 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 University of Kansas Lawrence.

The exhibitor agrees that neither the International Clarinet Association, University of Kansas Lawrence, 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.

Every exhibitor is required to complete and return the ***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 International Clarinet Association. 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/her space without written consent of the ICA.
- At the discretion of the International Clarinet Association, an exhibitor may be restrained from any action that 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 cancelled without refund.
- Each exhibitor will be allowed four all-access (4) name badges per 8'x8' exhibit space rented for the exhibition area (8'x8' booth – 4 badges, 8'x16' booth – 8 badges, etc.). Additional badges are available for a fee by contacting the International Clarinet Association.
- **NO SUITCASING OR OUTBOARDING** - Suitcasing is the act by suppliers soliciting business in the trade show aisles or other public areas of the show or in another company's booth without having purchased exhibit space. This includes distributing literature or marketing materials of any kind on the trade show floor. Outboarding is the act of conducting meetings with conference participants off the show floor (in hotels, restaurants, parking lots and other venues) without having purchased booth space at the show or securing advance permission of convention management. Please respect the exhibitors who support the ICA conference by investing significant time and money in the planning and execution of their exhibitor week.

International Clarinet Association
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Columbus, OH 43214 USA
evanlynchica@gmail.com