

# CLARINETFEST® 2020 EXHIBITOR SPACE RESERVATION FORM & AGREEMENT

By signing and returning this *Exhibitor Space Reservation Form and Agreement*, the exhibitor acknowledges that he/she/they, as legal representative of the company named below, has read, understands, and agrees to accept and abide by all conditions and regulations in the document entitled *Exhibitor Information and Regulations* for this conference. **Please make reservations by April 15, 2020.**

**Please make a copy of this form for your records.**

**More information about ClarinetFest® 2020 available at [clarinet.org/clarinetfest](http://clarinet.org/clarinetfest)**

## ● **EXHIBITOR INFORMATION** ● (for listing in the program book)

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Telephone # \_\_\_\_\_

Mobile phone # \_\_\_\_\_

Fax # \_\_\_\_\_

Email Address \_\_\_\_\_

Website \_\_\_\_\_

## ● **EXHIBITOR CONTACT** ● (for exhibits coordination)

Contact Person \_\_\_\_\_

Telephone # \_\_\_\_\_

Mobile phone # \_\_\_\_\_

Fax # \_\_\_\_\_

Email Address \_\_\_\_\_

SIGNATURE (required) \_\_\_\_\_

## ● **EXHIBITOR SPACE & RATES** ●

Each 8' x 8' space includes one 6' draped table, two chairs, a wastebasket and ID sign. Exhibitors are welcome to bring their own signage and/or banners. Wireless Internet access included. **Space is limited.** Check booth size requested below:

**Single Booth** (8' x 8') - \$500 (USD)

**Double Booth** (8' x 16') - \$900 (USD)

**Triple Booth** (8' x 24') - \$1,275 (USD)

## ● **PRODUCT/SERVICE DESCRIPTION** ●

For publication in the conference program book, please include a statement of 25 words or less describing the products and/or services provided by your company provides. The ICA reserves the right to edit program copy.

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## **COMPANY REPRESENTATIVES**

Please provide the names of your anticipated company representatives for Exhibitor Badges.

*Total of four names per 8' x 8' booth space. Please use additional page if needed.*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

## ● **BOOTH LOCATION** ●

See exhibitor floor plans and indicate first second and third choices for booth location, plus any preferences or special requests. Location choices are not guaranteed and will be assigned on a first-come, first-served basis, with preference given to previous supporting sponsors and exhibitors.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Special requests/notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

● **PAYMENT OPTIONS** ● Payment in full must accompany exhibit space reservation.

**TOTAL AMOUNT DUE** \$ \_\_\_\_\_

## ● **PAYMENT METHOD** ●

Make payable to: **International Clarinet Association**

Check or money order in U.S. funds

Please charge my credit card \$ \_\_\_\_\_  
(*Visa, MasterCard, American Express*)

Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVV \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

**Please return completed form  
and payment no later than  
April 15, 2020 to:**

International Clarinet Association  
829 Bethel Road, #216  
Columbus, OH 43214 USA  
Email: [EDO@clarinet.org](mailto:EDO@clarinet.org)