

**Invitation to Exhibit for the
International Trumpet Guild Regional Conference
January 26-27, 2018
Oklahoma City University**

We welcome exhibitors and sponsors of all varieties: musical instrument companies, equipment providers, music venues, performing arts companies, publishers, recording companies, and other related firms to exhibit their products at the 1st International Trumpet Guild Regional Conference, held at the Wanda L. Bass School of Music, Oklahoma City University in Oklahoma City, OK January 26th and 27th, 2018.

The exhibits will take place in OCU's Medium Rehearsal Hall, a beautiful, large open space with excellent sound reduction curtains.

The exhibitor hours will be 10:30 - 5:30 on the 26th and 9:00 - 5:30 on the 27th.

Each exhibitor will be provided with a standard 8 foot folding table and as many chairs as needed. Tablecloths will NOT be provided. Guest internet will be provided, but will not be secure.

The pricing for exhibitors will be \$75 for one table and \$50 for each additional table. The fee and attached contract are due by December 15th, 2017. The first table includes two conference registrations. Each additional table includes another conference registration.

To reserve your space please fill out the attached contract and follow the directions in the contract for payment. If you have any questions regarding exhibits, please contact Michael Anderson at manderson@okcu.edu. Questions regarding payment may be emailed to Dixie Burress at treasurer@trumpetguild.org

Contract & Regulations

General information, including e-mail updates and regulations, for exhibitors become a part of the contract between the Exhibitor and the International Trumpet Guild. **We respectfully request full cooperation of exhibitors in their observance.** Any points not covered herein shall be addressed by the 2018 ITG Regional Conference Staff. In addition, **exhibitors must comply with all university, local, state, and national fire laws.**

Show Liability Insurance

Exhibitors agree to maintain such insurance that will fully protect the International Trumpet Guild Conference and Oklahoma City University from any and all claims of any nature whatsoever, including claims under the Workers' Compensation Act, and for personal injury, including death, which may arise in connection with the installation, operation, or dismantling of the exhibitor's display. Exhibitor agrees to indemnify and hold harmless the ITG Regional Conference for any such claims, irrespective of insurance coverages.

Exhibitor further acknowledges that insurance covering the exhibit and/or property against damage and business interruption losses are the sole responsibility of the exhibitor. Exhibitors wishing to insure their property must do so at their own expense. (Exhibitors are advised to add on their insurance a portal- to-portal coverage protecting them against the loss/damage to their materials by fire, theft, accident, etc.) All exhibitors should have at least one attendant in their booth at all times, especially when exhibits are being moved in and out, to protect themselves against loss. No responsibility is assumed by the ITG Regional Conference for goods delivered to the "exhibit areas", or for materials left in the "exhibit areas" at any time.

Non Liability

It is expressly understood and agreed by each and every contracting exhibitor and his or her guests that neither the International Trumpet Guild Regional Conference nor their employees nor their contractors shall be liable for loss or damage to the goods or properties of exhibitors.

On signing the Exhibitor Contract, exhibitor releases and agrees to indemnify the ITG Regional Conference, their coordinators, officers, members, sponsors, employees, and agents and hold them harmless from any suit or claim for property damage or personal injury (including punitive damages) by whomsoever sustained, including exhibitor and exhibitor's agents or employees on or about the exhibitor's display space or arising out of exhibitor's participation in the exhibition, expressly including such damage or injury resulting in any part from the negligence of one or more of the aforementioned indemnities.

The performance of this agreement by either party is subject to acts of God, war, government regulation, disaster, civil disorder, curtailment of transportation facilities, or other emergency over which neither party has control making it illegal or impossible to provide the facilities or to hold the function.

Oklahoma City University is not liable to the exhibitors for any damage to or for the loss or destruction of any exhibit or the property of the exhibitor by fire or other casualty covered by an extended coverage endorsement to a fire insurance policy, whether caused by negligence of the hall, its officers, agents, servants, employees or otherwise, all claims for any such loss or damage being expressly waived by the exhibitor who agrees to indemnify and hold the exhibit hall harmless for such claims.

Early Departure

For both liability and show quality reasons, exhibitors may not dismantle their display until the ITG Regional Conference official closing exhibit hours. If an exhibitor dismantles early, said exhibitor ability to exhibit at future conferences will be at the Conference Director & ITG's discretion. Should extraordinary events occur requiring early departure from the Conference, the exhibitor must notify ITG's Conference Director on-site and make arrangement for such an occurrence.

Cancellation of Exhibition

ITG reserves the right to adjust table/booth assignments and/or change the floor plan without prior notice if ITG determines it is in the best interest of the conference. ITG will not be liable for any errors or omissions in the Show Program, attendee lists, web sites, or in any promotional materials. If the ITG Regional Conference is canceled/terminated for any reason beyond the reasonable control of show management, including (without limitation) acts of God, war, strikes, labor disputes, civil disturbance, terrorism, epidemic, or any other comparable casualty or condition, ITG agrees to refund 50% of all fees previously paid by exhibitor. The remaining 50% shall cover a sharing of costs, expenses and commitments. Thereupon, this agreement shall be deemed canceled by mutual consent, and ITG shall be relieved from all responsibility thereunder. If exhibitor chooses to cancel his participation within thirty (30) days of the conference, exhibitors waive the right to any refund for all fees paid. Cancellation prior to the thirty (30) days window will receive refund of all fees minus the \$50 admin fee.