



**American Guild of Organists
2017 Mid-Atlantic Regional Convention
Hosted by the Richmond, VA Chapter
Sunday, June 25 to Wednesday, June 28, 2017**

EXHIBITOR INFORMATION

Convention Exhibits Chair

Stephen E. Henley
3030 Stony Lake Drive #1A
Richmond, VA 23235
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(h) 804-647-1152
e-mail shenley@bonairpc.org

Convention and Chapter Mailing Address

The Richmond Chapter of the AGO
2017 Mid-Atlantic Regional Convention
P. O. Box 8644
Richmond, VA 23226

Convention Website

<http://2017.richmondago.org>

Convention Headquarters

The Omni Richmond Hotel
100 South 12th Street
Richmond, VA 23219
804-344-7000
www.omnihotels.com/richmond

Exhibitor Hours

Sunday **1:00 to 6:00 PM**
10:00 to 11:30 PM

Monday **9:00 to 11:00 AM**
4:00 to 5:30 PM
9:30 to 11:00 PM

Tuesday **9:00 to 11:00 AM**
3:30 to 5:30 PM
9:30 to 11:00 PM

Wednesday **9:00 AM to 11:00 AM**

Exhibit Set up Sunday, June 25 from 10:00 AM to 1:00 PM

Exhibits Close Wednesday, June 28 at 11:00 AM

All items and material must be removed by 3:00 PM

Other Information

Exhibitors are provided complimentary convention attendee registration for the three days – one registration for a single or double booth, two registrations for a triple booth. The registration will include access to all concerts and workshops, and meals being provided for attendees at the concert sites. No transportation package is included with the registration, but may be purchased separately.

Please provide the Chair of the Exhibits with the name(s) to be registered, at your earliest convenience. This registration process, which will be completed by Convention personnel for you, will provide the name tag and any other access information for the events of the convention.

Enclosed is a floor plan of the exhibitor locations at the Omni Hotel's "*Top of the Grand*" for your selection. Every effort will be made to accommodate your space and location requests. Please note that the Exhibits Chair has the responsibility and authority for the final assignment of exhibitor space. Such decisions, if necessary, will be made based on the demands made upon the entire exhibit area, especially for that of sound producing displays.

The contract for booth space includes the following equipment (per 10' by 8' booth) –

One table

One side chair

The convention hotel assesses additional charges for exhibitors, which are not included in the booth contract price. These charges include Wi-Fi access, package receipts more than 48 hours before the beginning of the convention, additional table and chairs, and empty crate storage.

Arrangements for any of these services and other equipment questions should be addressed to Steve Henley, Exhibit Chair.

This brochure includes the contract and information sheet for all sponsorships and advertising opportunities for the Convention. We hope that you also consider other financial support of our event, as we certainly appreciate and welcome all patronage from our commercial friends.

The Omni Richmond has reserved a block of rooms for the convention at special rates. The access to those rooms and rates can be found through the convention's website, and will be available in early January 2017. You will need to make your own reservations.

At the end of this memo is the list of rules and regulations concerning exhibitors for this convention, and a signature page.

Instructions to register as an Exhibitor

Please fill out the separate **Advertising and Exhibiting Contract form** and make a copy for your records (the form is also available on the convention's website). Your check and the completed form should be made payable to the **Richmond Chapter AGO**, and be mailed to the attention of the Exhibits Chair at the Chapter's mailing address.

Upon receipt of your contract and payment, a confirmation of your contract and your booth assignment will be sent to you.

EXHIBIT HALL RULES AND REGULATIONS

CONTRACT FOR SPACE

Receipt of the completed **Advertising and Exhibiting Contract** for exhibit space, along with payment in full, and the formal confirmation notice by the 2017 Mid-Atlantic Regional Convention of the American Guild of Organists, being held in Richmond VA, constitute a contract for the right to use the space allotted. Exhibitors are considered to agree to and will abide by the terms as outlined in this memo.

In the event of fire, strikes or other uncontrollable circumstances rendering the building unfit or unavailable for use, this contract shall not be binding.

RESTRICTIONS IN USE OF SPACE

All demonstrations, interviews or other sales activities must be confined to the limits of the exhibit booth. No exhibitor shall assign, sublet or share the whole or any part of the space allotted without the knowledge and consent of the Convention Management without the approval of the terms thereof. No exhibitor is permitted to show goods other than those manufactured or dealt in by him/her in the regular course of business. Displays shall not be placed in such manner as to interfere with other exhibits.

SOUND-MAKING EXHIBITS

Exhibits which include the operation of musical instruments, talking motion picture equipment, public address systems, or any noise making machines must be conducted or arranged so that the noise resulting from the demonstrations will not annoy or disturb adjacent exhibitors and their patrons. Operations or noise-making exhibits must secure approval of operating methods before the exhibit opens.

INSTALLATION & TEARDOWN

A fact sheet listing installation date and time, open hours of the exhibit, and the closing time of the exhibit hall is included on page 2 of this memo.

The exhibitor expressly agrees not to dismantle his/her exhibit or do any packing before the final closing hour of the exhibit (Wednesday, June 28, 11:00 AM). Goods must be crated or packed for shipment by the exhibitor following the close of the exhibits. All exhibits must be removed before 3:00 PM on Wednesday, June 28, 2017 (last day of the Convention). Those exhibitors wishing additional time may need to make special arrangements with the management of the hotel for storage materials until they can be removed.

LIABILITY AND INSURANCE

The American Guild of Organists, the Richmond Chapter of the AGO, and the Omni Richmond Hotel will not be responsible for the safety of the property of the exhibitors, their agents or employees from theft, damage by fire, accident, or other causes, but will use reasonable care to protect exhibitors from such loss. Exhibitors wishing to insure their materials must do so at their own expense.

CIRCULARIZATION AND SOLICITATION

Circulars of advertising matter of any description may be distributed and patronage may be solicited only within the booth area assigned to the exhibit. Firms or organizations not assigned space in the exhibit area will not be permitted to solicit business in any manner within the exhibit hall.

FIRE PROTECTION

All electrical wiring must conform with the National Electricians Code of Safety and Rules, and with the Electrical Code of Safety Rules of the City of Richmond, VA. Any failure to comply will result in possible cancellation of the exhibit. Fire regulations must be complied with.

RESTRICTIONS IN OPERATING EXHIBITS

The Convention Management and the Hotel Management reserve the right to restrict exhibits which, because of noise, method of operation, or any reason, become objectionable. The Convention Management and the Hotel Management also reserve the right to prohibit or evict any exhibit which, in the opinion of the Management, may detract from the general character of the exhibit as a whole. This includes persons, things, conduct, printed matter, or anything of such a character which the Management determines is objectionable to the exhibit. In the event of such restrictions, neither the Convention Management nor the Hotel Management are liable for any exhibit expense.

CARE OF BUILDING AND EQUIPMENT

Exhibitors or their agents shall not injure or deface walls or floors of the building, the tables and dressings, or other equipment. When such damage appears, the exhibitor is liable for the cost of repairs or replacement.