



Invitation to Exhibit

*Please join us in America's
most musical city!*

You are cordially invited to exhibit your products and services during this important assembly of professional harpists, harp teachers, harp students and friends of the harp. The conference will be held in the Crowne Astor Plaza Hotel in downtown New Orleans. Exhibits will be held in the Grand Ballroom.

The committee has scheduled over 30 hours of shopping time, with over 12 hours exclusively for the exhibits. They will repeat the gift basket raffle that was so successful in Detroit in 2008 (vendors will be invited to contribute to a gift basket that will be raffled off at the opening banquet. This will help publicize your booth and products). Exhibitors will be treated to a breakfast brunch buffet during set up on Sunday morning.

The Midnight Madness Shopping Spree will take place during the Harp Fest, where there will be 5 stages set up around the hotel for 12 different jazz harpists to perform throughout the evening. Local guests may purchase event tickets and wander through the exhibits with conference registrants as they visit the various stages. Famous New Orleans Chef tasting stations will be available to all (including the exhibitors). It should be fun and very good exposure for your booth.

The American Harp Society Board of Directors and the 41st Conference Committee understand how important exhibits are to a successful conference. Please call or email with any questions or concerns. We look forward to seeing you there!

Cathy Anderson
AHS 41st National Conference Chair
cathharp@aol.com
Cell phone contact:504-782-6531

Send Exhibit payments to:
Jan Bishop
624 Crystal Ave.
Findlay, OH 45840
Tel: (419) 293-0048

Call with Exhibit questions:
David Kolacny
AHS National Exhibit Chairman
Tel: (303) 722-6081
harpdavidk@kolacnymusic.com

*Join us for music, food,
fun and business!*

Invitation to Exhibit, New Orleans 2014 • Page 2

LOCATION:

Astor Crowne Plaza Hotel, 739 Canal Street @ Bourbon, New Orleans, LA. 800-939-4249. CrownePlaza.com

This is a 4 star hotel perfectly located for visitor appeal. Conference attendees should be attracted to the hotel and the area, which should be good for the conference. For exhibitors it has the typical inner city hotel loading dock and freight elevator issues that we have all worked with before.

SCHEDULE: (SUBJECT TO SLIGHT REVISION)

Saturday June 21, 2014. Daytime by prior arrangement.

-Some exhibit materials can be stored in a meeting room. The Grand Ballroom is in use until 6PM.

Saturday June 21, 2014. 6PM to Midnight

-Pipe and drape and pre shipped freight move in first. As soon as they are out of the way exhibitor load in can start.

I will stay as late as anyone needs.

Sunday June 22, 2014.

-6AM to 11:30 AM Move in and set up.

-10AM to 11:30 Exhibitor Brunch Buffet.

-11:30 to 6PM Exhibits open.

Monday June 23, 2014.

-9AM to 5PM Exhibits open.

-5PM to 6:30PM Exhibits closed.

-6:30PM to 8PM Exhibits open.

Tuesday June 24, 2014.

-10AM to 4:30 PM Exhibits open.

-4:30PM to 6PM Exhibits closed.

-6PM to Midnight Exhibits open.

Wednesday June 25, 2014. 7AM to 11:30 AM

Load out and room cleaning. There is another event in the Ball room in the afternoon. We must be completely out.

When you see the entire schedule with all the events listed, you will find it gives the attendees lots of access to the exhibits without competing events, something we always ask for. In response to the exhibitor survey, and in an effort to reduce exhibitor expenses, exhibits are open for three days instead of four.

The biggest problem is the time allowed for move in and move out. Our conference is sandwiched in between two other events and we have no flexibility to make changes. I will be visiting the sight in January and will try to address the storage and move in issues.

Exhibitors that are driving in with their own passenger vehicles or large vans should be flexible enough to not have any problems. Exhibitors with large freight trucks will need special permission and a specific time from French Quarter officials to reserve the ability to unload from the street.

DRAYAGE:

Load in and out will be greatly simplified for exhibitors who ship their exhibit materials in advance to our partner company **Classic Exposition Services, Inc.** We have chosen this local independent company to handle exhibitor services. They have promised to make this a positive experience for our exhibitors. Advance shipments can not be sent directly to the hotel.

Drayage rates include receiving the freight, delivering to the exhibitor's booth, storing their empty containers and returning them at the close of the show, and reloading on their outbound carrier. Their rates are as follows:

Shipments to Advance Warehouse:

Crated: \$ 74.25 per cwt.

Special Handling: \$ 96.53 per cwt

Shipments Direct to Show site:

Crated: \$ 82.35 per cwt.

Special Handling: \$ 108.00 per cwt.

- all shipments subject to 200lb min
- special handling is defined as material delivered by a carrier that requires additional handling such as stacked shipments, ground or side unload, pad wrapped or loose items.

Two additional services that may be of interest to exhibitors:

- Small Package - For letters, small boxes etc. Entire shipment not to exceed 50 lbs. per shipment per day. First Package is \$ 30.00 and \$20.00 for each additional package.
- Some exhibitors will be bringing their own items to show site. In addition to having personnel on site to unload carriers at the above rates, they offer cart service. Cart service is available to exhibitors that bring their materials in their personal owned vehicle. Cart service is \$75.00 per cart load.

I received this response from Walter Bartlett of Classic Expo when I told him of problems we have experienced in the past: "Let me put your concerns to rest as it regards exhibitors that bring their own materials. We, Classic Expo, are there to assist AHS and it's exhibitors in anyway we can. Sometimes that means just getting out of the way! We are very user friendly. We will not force anyone to use our service nor will we hassle anyone who does not. You have my word on that."

After registering to exhibit you will receive information from Classic Expo regarding more or different tables and other booth equipment available for rent. You will also receive a confirmation letter from the AHS with more detailed information and a floor plan.

You will receive a confirmation letter from the AHS with a floor plan and more detailed information regarding booth electricity and internet service.

BOOTH SIZES AND PRICES:

Standard booth is 10' wide by 8' deep. The back drape is 8' high. The side drapes are 3' high. It comes with one covered and skirted 8' table, two chairs and a 7"x44" ID sign.

Multiple booths can be grouped together.

Fee per 8x10 booth:

-reserved on or before February 1, 2014 \$600 each.

-reserved after February 1, 2014 \$650 each.

May 1, 2014 is the final day to reserve exhibit space.

Table top exhibits include one covered and skirted 6' table. 8' high back drape. 7"x44" ID sign. Exhibits must stay on the table top. You can not remove the table and use the space.

Fee per table top exhibit:

-reserved on or before February 1, 2014 \$300

-reserved after February 1, 2014 \$350

May 1, 2014 is the final day to reserve exhibit space.

You may reserve your space with a 50% deposit or make payment in full. If you reserve space with a deposit, payment in full is due by May 1, 2014. No refunds after May 1, 2014.

Applications received after the cut-off date will be accepted on a space available basis.

TO REGISTER

Go to our web site after December 15, 2013, www.ahsconference.com and fill out all forms and make your payments with a credit card. You can also fill out the attached Exhibitor Application form and mail it with a check, to Jan Bishop, 624 Crystal Ave., Findlay, OH 45840. Be sure and keep a copy for yourself. Phone reservations will not be accepted. Foreign firms must submit payment in \$US drawn on a US bank or Visa/ Master Card/ AmEx.

There will be a charge on all returned checks.

**PROGRAM ADVERTISING
and CONFERENCE SPONSORSHIPS**

Exhibitors are encouraged to be Conference Sponsors.

Display advertising in the official conference program may be purchased. You do not need to be an exhibitor to purchase advertising

Please contact our Conference Chairman for advertising and sponsorship information.

Cathy Anderson cathharp@aol.com.

Exhibitor name badges will be available at set-up.

Exhibitors will receive 2 name badges per booth purchased. (If you purchased 4 8x10 booths you are entitled to up to 8 badges). Exhibitor badges will get you into evening concerts and receptions. Please wear your badge to be admitted to exhibit area.

If an exhibitor or companion wishes full conference access, they must register and pay as a regular attendee.

In order to receive the special conference room rate, it is important that exhibitors identify themselves as attending the 2014 American Harp Society Conference when making room reservations.

AHS is providing security during the hours that exhibits are closed. If you need to move instruments in or out during closed hours please let us know in advance.

Space will be available for instruments to be tested outside of the exhibit area.

Amplified instruments must be kept at the volume level of unamplified instruments.

Exhibitors will not be permitted to set up their displays at the conference until all fees have been paid in full.

LIABILITY AND INSURANCE

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the hotel premises and will indemnify, defend and hold harmless the Hotel, it's owner, and it's management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims. Hotel will not be responsible for any loss, damage, or claims arising out of exhibitor's activities on the Hotel's premises except for any claims, loss, or damages arising directly from the Hotel's own negligence. Exhibitor acknowledges that AHS has no responsibility for exhibitors' property, and that all of the exhibitors' property remains under it's custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Each exhibitor should have adequate insurance coverage for all risks (liability, damage, theft, fire, personal injury, etc.) in effect during the AHS National Conference.

SALES TAXES AND LICENSING

Exhibitors are permitted to sell and take orders on the conference floor. Information about the securing of licenses and payment of sales taxes will be provided with the confirmation of space assignment. Each exhibitor is responsible for meeting these legal requirements.

EXHIBIT APPLICATION

American Harp Society 41st National Conference • June 22-25 2014 New Orleans, Louisiana

Company Name _____

Contact Name _____

Address _____

City State Zip _____

Phone _____ Fax _____

Email _____ Website _____

From this point on all contact will be by Email. Be sure to include yours.

Total number of 8'x10' Booths requested: _____

Total charge for 8'x10' Booth Space: \$600 Each \$ _____

After February 1st, 2014: \$650 Each \$ _____

If you request more than one 8'x10' booth, feel free to include a description of your desired booth layout. For example: "4 booths side by side" or "4 booths back to back".

Total number of Table-Top Spaces requested: _____

Total charge for Table-Top Space: \$300 Each \$ _____

After February 1st, 2014: \$350 Each \$ _____

You may reserve your space with a 50% deposit or make payment in full.

If you reserve space with a deposit, payment in full is due by May 1, 2014. No refunds after May 1, 2014.

Amount paid with application: \$ _____ (in US funds) **Balance Due:** \$ _____

Enclose check payable to AHS 2014 Conference. Be sure to keep a copy of the form for yourself.

Send to: Jan Bishop, 624 Crystal Ave., Findlay, OH 45840. You may also go to our web site after December 15, 2013, www.ahsconference.com to fill out all forms and make your payments with a credit card.

Agreement: By signing and returning this EXHIBIT APPLICATION, exhibitor acknowledges that he/she, as legal representative of the exhibitor named above, has read, understands and agrees to accept and abide by all the conditions in this document.

Signature of legal representative: _____

Printed name of legal representative and position: _____

Confirmation letter, floor plan and additional information will be Emailed after February 1st, 2014.

FOR AHS OFFICE USE ONLY

Date Received _____ Type _____ Booth Assign _____