



44th National Conference
June 22 - 25, 2022 ♦ Sioux Falls, SD

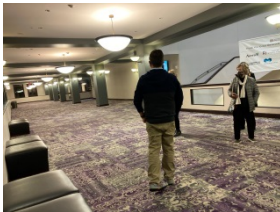
American Harp Society 44th National Conference

Washington Pavilion
Sioux Falls, South Dakota
June 22-25, 2022

INVITATION TO EXHIBIT

You are cordially invited to exhibit your products and services during this important meeting of professional harpists, harp teachers, harp students and friends of the harp.

The Washington Pavilion provides us with a most exciting Conference experience. There is ample free parking just across the street, as well as a conveniently located loading dock and a very large freight elevator. Exhibits will be in the large third floor area. Exactly how we utilize the space will depend on how many exhibitors come and how much space they each require. Feel free to contact me before reserving your space if you have any questions.



We have secured very affordable rates for rooms at three Sioux Falls hotels within easy walking distance of the Pavilion and varied restaurants; booking details are at <https://www.harpsociety.org/2022hotels>.

The AHS will once again be providing exhibitors with a complimentary brunch prior to the exhibits opening at 11:30 am on Wednesday. You will be able to finish setting up in the morning without immediately having to start planning lunch as soon as the exhibits open. Exhibits will be open Saturday until noon. I look forward to seeing you all again, and welcoming new exhibitors.

-David Kolacny
National Exhibit Chairman

For Sponsorship Opportunities, contact:

Kathryn McManus
AHS Executive Director

ExecDirector@HarpSociety.org
813-999-0995

For Program Book Advertising, contact

Connie Hunt
AHS National Event Manager
AHSEventManager@gmail.com

You do not need to be an exhibitor to purchase advertising.

If you have questions about exhibiting please contact:

David Kolacny
AHS National Exhibit Chairman
303-722-6081
harpdavidk@kolacnymusic.com

To reserve your exhibit space online, visit

<https://www.harpsociety.org/national-conference>

PLEASE TAKE NOTE:
Booths are 10' wide x 8' deep
Deposits are due by
March 15, 2022

Deposits received later are not guaranteed a space, and will be charged a higher price if space is available.



Invitation to Exhibit – Sioux Falls, P. 2

LOCATION:

Washington Pavilion
301 S Main Ave,
Sioux Falls, SD 57104

SCHEDULE: (SUBJECT TO REVISION) Detailed information will be included in your confirmation packet.

Tuesday, June 21, 2022 Move in and set up.
- 8 am to 6 pm: Exhibitor move in and set up **ALL DAY**.

(Hall will move in Pipe and drape, tables and pre-shipped freight the day prior.)

Wednesday, June 22, 2022

-8:30 am to 11:30 am Final exhibit set up.
-10 am to 11:30 am Exhibitor brunch.
-11:30 am to 6 pm Exhibits open.

Thursday, June 23, 2022

- 9:30 am to 6 pm Exhibits open.

Friday, June 24, 2022

-9:30 am to 6 pm Exhibits open.

Saturday, June 25, 2022

-9:30 am – 12 noon Exhibits open.
- Noon - 6 pm Exhibitor pack up and load out. Staff will stay as late as necessary.

After registering to exhibit, you will receive a confirmation Email from the AHS with more detailed information regarding our exhibit services. It will also include details about shipping in and out, unloading, ordering more tables and other booth equipment, and will include a floor plan. Standard public Wifi and 120V wall outlet power are complimentary; exhibitors are advised to bring extension cords if planning to plug in.

BOOTH SIZE AND PRICE:

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 6' table, two chairs, a wastebasket and a basic ID sign. Additional/larger tables, chairs and other equipment will be available from the Exhibitor Services vendor. Multiple booths can be grouped together. Paid security will monitor the exhibit space during non-business hours.

Fee per 10'x 8' booth:

- reserved on or before March 15, 2022: \$500 each.
- reserved after March 15, 2022: \$550 each if available. May 1, 2022 is the final day to reserve and pay for exhibit space.

Exhibitor name badges will be available at set-up. Exhibitors will receive 2 name badges per booth purchased. (If you purchased four 10'x 8' booths you are entitled to up to 8 badges). Exhibitor badges will admit you into evening concerts and receptions. Please wear your badge to be admitted to exhibit area.

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

In order to receive the special conference hotel rates, visit <https://www.harpsociety.org/2022hotels> and follow the instructions for the lodging of your choice.

Space will be available for instruments to be tested on a first-come first-served basis.

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 American Harp Society, Inc. ("AHS"), the Washington Pavilion ("Conference Center"), as well as their respective agents, servants, and employees from any and all such losses, damages, and claims. AHS or the Conference Center will not be responsible for any loss, damage, or claims arising out of exhibitor's activities at the Conference. Exhibitor acknowledges that AHS has no responsibility for exhibitors' property, and that all of the exhibitors' property remains under its custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall.

SALES TAX

Exhibitors are permitted to sell and take orders on the conference floor. The State of South Dakota requires exhibitors to collect and remit state and local sales and use tax on any sales made at the AHS National Conference in Sioux Falls. Exhibitors will be provided forms at check in to complete and return with payment to the South Dakota Department of Revenue. **Each exhibitor is responsible for meeting these legal requirements.**

SPONSORSHIPS & PROGRAM ADVERTISING

Exhibitors are encouraged to be Conference Sponsors and advertisers. Display advertising in the conference program is available for purchase. You do not need to be an exhibitor to purchase advertising. Visit the website www.harpsociety.org/national_conference or contact Connie Hunt, AHS National Event Manager, at AHSEventManager@gmail.com.



EXHIBIT APPLICATION

American Harp Society 44th National Conference • June 22-25, 2022 • Sioux Falls, SD

Company Name _____

Contact Name _____

Address _____

City State Zip _____

Phone _____ Website _____

Email _____

Facebook _____ Twitter _____

LinkedIn _____ Google+ _____

Supply up to 100 word company description for inclusion in the Conference smart phone app, and email a 180 x 120px JPG or PNG logo file to AHSEventManager@gmail.com by April 1, 2022.

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

Total number of 10'x 8' Booths requested: _____

Total charge for 10'x 8' Booth Space reserved before March 15, 2022: \$500 Each \$ _____

After March 15th, 2022: \$550 Each \$ _____ Space not guaranteed.

Standard tables are 6', one per booth. Additional and longer tables can be ordered separately from the exhibit vendor. Information will come from them.

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, 2022. No refunds after June 1, 2022. Amount to be paid with application: \$__(in US funds) Balance Due: \$ _____

You may go to our web site www.HarpSociety.org/national_conference_to_register_and_pay_online or mail this form and a check payable to American Harp Society, Inc. Be sure to keep a copy of this form for yourself. Send to: American Harp Society, Inc., PO Box 260, Bellingham, MA 02019-0260.

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 and on the web page http://harp society.org/national_conference/exhibit2022/.

Signature of legal representative: _____

Printed name of legal representative and position: _____

Confirmation letter, floor plan and additional information will be emailed after March 15th, 2022.

FOR AHS OFFICE USE ONLY

Date Received _____ TypeBooth Assign _____ Deposit paid _____

Balance received _____