



American Harp Society 45th National Conference

Renaissance Orlando at SeaWorld
June 16-19, 2024

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 Peninsula Ballroom at the Renaissance provides us with a most comfortable Conference experience central to Conference activities, and features a huge load-in area with easy access directly into the hall. Storage will be immediately next to the exhibit hall. Complimentary self-parking is included.

We have enough room this year to offer 10' x 10' booths and a new "Small Business Aisle" of 8' x 6' spaces at a lower cost! Feel free to contact me before reserving your space if you have any questions.



The AHS Conference hotel rate is \$154/night, with complimentary self-parking and WiFi, a mini-fridge in each room, and waiver of the resort fee.

Numerous dining options are in and near the hotel. Venue and booking details are at <https://www.harpsociety.org/hotel2024>

The AHS will once again be providing a complimentary brunch prior to the exhibits opening at 11:30 am on Sunday, so you can finish setting up without having to get lunch as soon as the exhibits open. Exhibits will be open Wednesday 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

303-229-3947

harpdavidk@harpsnouveau.com

To reserve your exhibit space
online, visit

www.harpsociety.org/exhibit

TWO BOOTH OPTIONS!

Booths are 10' wide x 10' deep

OR

8' wide x 6' deep

with complimentary
self-parking and WiFi

Deposits are due by

March 15, 2024

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



Invitation to Exhibit – Orlando, P. 2

LOCATION:

Renaissance Orlando at SeaWorld
6677 Sea Harbor Drive
Orlando, FL 32821

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

Saturday, June 15, 2024 Move in and set up.
- 8 am to 6 pm: Exhibitor move in and set up **ALL DAY**.

(Pipe and drape, tables and pre-shipped freight will be set up the day prior.)

Sunday, June 16, 2024
-8:00 am to 11:30 am Final exhibit set up.
-10 am to 11:15 am Exhibitor brunch.
-11:30 am to 6 pm Exhibits open.

Monday, June 17, 2024
- 9:30 am to 6 pm Exhibits open.

Tuesday, June 18, 2024
-9:30 am to 6 pm Exhibits open.

Wednesday, June 19, 2024
-9:30 am – 12 noon Exhibits open.
-Noon - 6 pm Exhibitor pack up and load out.

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, electricity, high speed internet, and other booth equipment, and will include a floor plan. Standard public WiFi is complimentary.

BOOTH SIZE AND PRICE:

Standard booth is 10'wide by 10' deep, and the **"small business" booth** is 8' wide by 6' deep. The back drapes are 8' high, and side drapes are 3' high. Each 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 of the same size can be grouped together.

Fee per 10'x 10' booth:

- reserved on or before March 15, 2024: \$500 each
- reserved after March 15, 2024: \$575 each if available.

Fee per 8' x 6' booth (not co-located with 10 x 10):

- reserved on or before March 15, 2024: \$350 each
- reserved after March 15, 2024: \$400 each if available

May 1, 2024 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 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 the 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/hotel2024> and follow the reservation instructions.

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 Renaissance Orlando at SeaWorld ("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 Florida requires exhibitors to collect and remit 6.5% state and local sales and use tax on any sales made at the AHS National Conference in Orlando. Exhibitors must register with the Department of Revenue prior to the Conference; [download details](#). **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 45th National Conference • June 16-19, 2024 • Orlando, FL
You may also register online at www.harpsociety.org/exhibit

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, 2024.

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

Total number of **10' x 10'** Booths requested: _____ Total number of **8' x 6'** booths requested: _____

Total charge for Booth Space:	10' x 10'	8' x 6'
Reserved before March 15, 2024:	10'x10' @ \$500 each \$ _____	8'x6' @ each \$350 \$ _____
Reserved after March 15th, 2024:	10'x10' @ \$575 each \$ _____	8'x6' @ each \$400\$ _____

Space not guaranteed after March 15th.

Standard tables are 6', one per booth. Additional and longer tables can be ordered separately from the exhibit vendor. Information will come from them. (Note: 8' x 6' booth cannot be co-located with 10' x 10')

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, 2024. No refunds after June 1, 2024.

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

You may go to our web site www.harpsociety.org/exhibit to reserve and pay on line or mail this form and a check payable to American Harp Society, Inc., to PO Box 260, Bellingham, MA 02019-0260. Be sure to keep a copy of this form for yourself.

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://harpsociety.org/exhibit>.

Signature of legal representative: _____

Printed name of legal representative and position: _____

Confirmation letter, floor plan and additional information will be emailed after March 15th, 2024.

FOR AHS OFFICE USE ONLY

Date Received _____ TypeBooth Assign _____ Deposit paid _____

Balance received _____