

American Institute of Organbuilders

2016 - Boston, Massachusetts



Spring 2016

Dear Exhibitor:

On behalf of the Board of Directors and the Convention Planning Committee, thank you for taking time to review this document.

All contract agreements will be handled by the Executive Secretary, and all other aspects of exhibits will be handled by the Convention Overview Chairperson. Contact information is listed below.

The dates for the 2016 Boston Convention are **August 28-31, 2016**, at the *Boston Marriott, Quincy, Massachusetts*. Exhibit setup will begin at 8:00 AM until 12:00 PM on Sunday, August 28th. Buffets, cash bars, breaks, etc. will be strategically set in the exhibit hall to encourage convention attendees to spend as much time as possible visiting with you at your booth.

The attached document should answer all questions that you may have about exhibiting in Boston. If not, please feel free to contact me using the information listed below.

We hope to see you in Boston, and we thank you once again for your continued support of our organization. It is our firm belief that you are the "life's blood" of our conventions.

Sincerely,

Bobby Sullivan

Robert Sullivan

Executive Secretary

David Beck - *Convention Overview Chairperson*

davebeck@sbcglobal.net
(419) 290-9014 - mobile

Robert Sullivan - *Executive Secretary*

robert_sullivan@pipeorgan.org
(330) 806-9011 - mobile

Guidelines for Exhibitors

AIO 2016 - Boston, Massachusetts

August 28-31, 2016

1. Application for Exhibit Space

Application will be made in writing via the attached contract form, and must be accompanied by a non-refundable deposit of \$50.00 or full payment. Payments can be made using a check drawn on a U.S. Bank (U.S. Funds) or credit card (Visa/Mastercard). All payments will be processed by the Executive Secretary. Final payment must be received by July 15, 2016. Returned checks will result in an additional \$50.00 charge for bank fees.

The opportunity to exhibit is at the invitation of the AIO Board of Directors. AIO reserves and retains the right to deny any application that may be deemed unsuitable, for any reason.

2. Assignment of Exhibit Space

Exhibitors will be allowed to request up to two booth spaces.

All exhibit booth space reservations will be considered confirmed only after physical receipt of payment by the Executive Secretary. Receipt of payment will be confirmed via e-mail.

All exhibit booth assignments will be made by the Convention Overview Chairperson (assisted by the Executive Secretary), and exhibitors will be notified of their exact location as soon as possible after the July 15th deadline. No exhibitor will be allowed to sublet and/or share any booth space with any other exhibitor.

3. Mandatory Convention Registration

All exhibitors and staff must register for the convention separately as paid convention attendees. Convention registration and payment for all personnel is wholly separate, apart, and in addition to this Exhibitor Contract, and is managed by the Executive Secretary. Any and all representatives of an exhibitor are required to be registered for any day in which they are present at the exhibit during exhibition hours.

A copy of the Convention Registration Form, available from the AIO website, must be completed and returned to the Executive Secretary, with payment for each exhibitor's representative. A range of reduced registration rates are available for exhibit personnel who will not take part in meals or other daily convention activities, or who will not be present during the entire convention. All exhibitors and staff are eligible to receive convention registration rates at the "AIO member" level, regardless of any individual's actual AIO membership status.

Registration fees for all personnel may also be paid via credit card (MasterCard/Visa). See Exhibitor Contract and/or Registration Form for details.

4. Regulations and Contract

These rules and regulations become a part of the contract between each exhibitor and the American Institute of Organbuilders. They have been formulated in the best interests of all exhibitors, and AIO respectfully requests the full cooperation of each exhibitor in the observance of these guidelines. All points not covered here are subject to the decision of the Convention Overview Committee. Further, this Exhibitor Contract shall be governed by and constructed in accordance with the laws of the State of Massachusetts, and all action for enforcement shall be filed in the courts thereof.

5. Indemnifying Clause

Each exhibitor hereby agrees to protect, save, and keep the American Institute of Organbuilders and the *Boston Marriott Quincy* forever harmless from any damages or charges imposed for the violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as to strictly comply with the appropriate terms and conditions contained in the agreement between the *Boston Marriott Quincy* and the American Institute of Organbuilders regarding the exhibition premises; and, further, exhibitors shall at all times protect, indemnify, save, and keep harmless the American Institute of Organbuilders and the *Boston Marriott Quincy* against and from any and all loss, cost, damage, liability, or expense arising from or out of or by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees, and business invitees, which arises from, or out of, or by reason of said exhibitor's occupancy and use of the exhibition premises or any part thereof.

6. Liability and Insurance

Neither the American Institute of Organbuilders nor any of its officers, agents, or representatives will be responsible for any injury, loss, or damages that may occur, to the exhibitor or to any property, from theft, damage by fire, accident, or any other cause whatsoever. The exhibitor, upon signing the exhibitor contract, expressly releases the aforementioned parties from any and all claims from any and all such injury, loss, or damage. Exhibitors are strongly encouraged to insure their goods fully, but must do so at their own expense.

7. Freight/Drayage

SER Exposition Services

Julee Palumbo, Account Executive
35B New Street, Worcester, MA 01605
508-757-3397 tel.
508-757-9136 fax
www.serexpo.com

will provide freight handling services as necessary, at reasonable additional charge. Freight should be sent to ***SER Exposition Services*** at their warehouse, to be delivered to your exhibit space for your setup on **Sunday, August 28, 2016**. Empty crates handled by ***SER Exposition Services*** will be removed and stored during the convention, and returned at exhibits tear down for repacking and subsequent return shipment. These services must be arranged in advance.

Exhibitors may transport their own freight in their own vehicles, arriving during the designated setup and tear down periods, per the terms of agreement between AIO and ***SER Exposition Services***. Exhibitors may not utilize any form of powered moving equipment. Exhibitors choosing to handle their own freight must provide their own means of storage for all empty crates and packing materials during the convention.

The ballroom has easy access to the hotel parking lot. Exhibitors may not receive freight as handled by third-party carriers at show site, and the hotel will not accept or hold freight for exhibitors.

8. Security

AIO will provide reasonable security for the exhibit hall premises. The exhibit hall will never be open to the general public; entrance to the exhibit hall for all persons during all exhibits sessions will require an official convention ID badge. Entrance to the exhibit hall outside of scheduled exhibits times will be prohibited for all persons except the hotel staff. Each exhibitor is solely and wholly responsible for his own exhibit materials and is strongly encouraged to insure against loss or damage. All property of an exhibitor is understood to legally remain in his/her care, custody, and control at all times, in transit to or from, or within the confines of the exhibit area, throughout the entire duration of the show. All exhibitors must promptly close their exhibits and vacate the exhibit area at the appointed closing times or as otherwise directed, during each day of the convention.

9. Exhibit Setup and Tear down

The exhibit hall layout and individual exhibit booths setups for 2016 will be in keeping with recent AIO practice. Exhibit booths will ring the perimeter of a large ballroom, the center of which will serve as the main convention dining space. The convention schedule will be designed to encourage attendees to remain in the Exhibit Hall during coffee breaks and after their meals. A cash bar will be provided each evening during exhibit hours.

Each booth package will include: 8' tall back drape, one 6' draped table, two chairs, wastebasket and one exhibitor ID sign. Additional tables and booth equipment will be available, at a reasonable extra cost. Please note that each exhibit booth will be 8' x 8' minimum floor space. Divider drapes will be provided to separate individual booth spaces.

The exhibit area will be available for exhibitor setup from 8:00 AM until 12:00 PM on Sunday, August 28, 2016. Freight being handled by the official convention services provider **SER Exposition Services** will be delivered to booth spaces, before exhibitor setup begins.

Exhibitor tear down will take place on Wednesday, August 31, 2016 from 1:30 PM until 4:00 PM. Exhibitors are required to refrain from booth disassembly/packing until the scheduled exhibits closing time, as a courtesy to conventioners and fellow exhibitors.

10. Exhibit Hours

The exhibit hall will be open to registered attendees for the following time periods during the 2016 Convention in Boston, Massachusetts:

Sunday August 28

6:30 PM - 11:00 PM Dinner & Exhibitor's Night

Monday August 29

8:30 AM - 10:00 AM Coffee Break

12:00 PM - 1:30 PM Lunch

3:00 PM - 4:00 PM Coffee Break

6:30 PM - 10:00 PM - Dinner

Tuesday August 30

No Exhibits

Wednesday August 31

9:00 AM- 10:00 AM Coffee Break

12:30 PM - 1:30 PM Lunch, Final Exhibit Time

Slight modifications to this schedule may occur.

11. Cancellations

Cancellations must be made in writing to the Executive Secretary. If notification is received on or before July 15, 2016 all exhibit fees, less a service fee of \$50.00, will be refunded. No refunds will be made after July 15, 2016. Failure to occupy exhibit space in no way releases the exhibitor from obligation to pay the full cost of space rental/services. In the event of flood, fire, strikes, riots, civil commotion, or other uncontrollable circumstances which would render the exhibit areas unfit or unavailable for use within ten (10) days prior to the opening date of the exhibits, fifty percent (50%) of the money paid, less a service fee of \$50.00, will be refunded.

12. Electrical Service

Electrical service for exhibit booths will not be included with basic booth rental fees. Sufficient 110 VAC service to operate typical booth lighting and equipment for the duration of the show will be available, at the additional charge of \$120.00 per exhibitor, to be paid in advance with regular booth rental fees. Exhibitors who wish to utilize electrical service must provide all of their own extension cords/connectors/adapters as may be needed to reach a central connection point. Exhibitors requiring excessive electric service may be subject to additional charges, as necessary. Please make indication on the Contract form if your exhibit will use electrical service, and add the additional amount to your payment.

13. Sound

Exhibits that create audible sounds are allowed, especially natural sound sources such as winded pipes. The operation of artificially generated or recorded sound sources and/or MIDI interface equipment may also be permitted, at the discretion of the Convention Planning Committee, according to guidelines set by the AIO Board of Directors. Exhibitors wishing to display such equipment should contact the Executive Secretary or Convention Overview Chairperson well in advance, to ensure compliance with all regulations.

As a courtesy to all, exhibitors that choose to employ audible sound in their presentation must observe common sense in regards to volume levels and product demonstrations, so as to never infringe upon other exhibitors, other convention activities that may be in progress, or other hotel guests and events. The Executive Secretary and Convention Overview Chairperson shall have the final authority in the arbitration of any and all conflict that may arise by the use of sound producing equipment. Exhibitors agree to fully abide with any such decision.

14. Additional Promotional Opportunities

Extra opportunities for advertising are available beyond exhibit booths, or for exhibitors who cannot attend the convention in person.

Sponsorships of coffee breaks or other food & drink events provide an enhanced experience for all attendees, and include appropriate public announcement and custom signage to ensure everybody is aware of the company's generosity. If arranged before May 16, announcement of your sponsorship will be listed in the Convention Brochure.

Event	Suggested Sponsorship	Actual Cost to AIO (150 Registered)
AM or PM Coffee Break in exhibit area	\$850	\$2,500
Dessert set-up in exhibit area	\$800	\$2,400
Cash Bar set-up (4 bartenders)	\$300	\$500
Banquet Wine		\$1,000 - \$2,000
Open Bar		\$2,000 - \$3,000

These are just suggestions, if you are interested or have another idea for a sponsorship please contact the Convention Overview Chairperson or Executive Secretary well in advance of the convention.

Your small advertising items (catalogs/flyers, product samples, notepads/pens/pencils, CDs, etc.) may be included in the official convention bags received by each attendee at the time of registration. Contact the Executive Secretary for further details of this service.

Donations of "door prizes" gift items for the closing convention banquet are always gratefully received, profusely acknowledged, and greatly enjoyed by convention attendees. Feel free to use your imagination in this regard, and please let the Executive Secretary know of your intended gift before the banquet festivities begin.

Exhibitor Contract

AIO 2016 - Boston, Massachusetts

August 28-31, 2016



Firm Name _____

Mailing Address _____

City _____ State _____ Zip _____

U.S. Telephone _____ International Phone _____

Contact Person _____

Contact email address _____

Number of Booths Requested _____ x \$400.00 _____

Electrical Service **YES** **NO** \$120.00 _____

Extra Table **YES** **NO** \$ 60.00 (each) _____

Internet (per link/per day) \$ 20.00 (per day) _____

TOTAL DUE _____

Payment Type: **Check Number** _____ Amount _____

Credit Card: *Visa* *MasterCard* (only)

Credit Card Number:

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Expiration Date: month _____ year _____ CSV# _____ (three digits security code on back)

Name on Credit Card _____

Billing Address _____

City _____ State _____ Zip _____

We, the undersigned, hereby make application for exhibit space, as indicated above. We have read and understand the Guidelines for Exhibitors, as well as other exhibitor packet instructions, as a part of this contract, and we agree to abide by them.

Authorized Signature _____ Date _____