



June 23–27, 2014
American Guild of Organists National Convention

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Convention Coordinator
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*Program Book &
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Facilities

Dan McKinley
AGO Boston Dean

Mark Nelson
Promotion

Trevor Pollack
Gifts & Grants

Jack Russell & Ross Wood
Hospitality

Steve Young
Volunteers

Convention Headquarters

The Marriott Hotel, Copley Place

110 Huntington Ave, Boston, MA, US, 02116
Reservations - 1-866-257-5990

General Regulations for Exhibitors

Application for Exhibit Space

Applications for exhibit space will be made in writing on the Exhibitor Contract form. Exhibitor Contract forms will be available on the AGOBoston 2014 website (<http://www.agoboston2014.org/>) which may be printed from that website and mailed to:

AGO2014
c/o Edward Odell
PO Box 405
East Haddam, Connecticut 06423

Applications for exhibit space should be submitted either by email to Thomas Hagerth (thagerth@odellorgans.com), faxed to 503-212-8541 or mailed to the above address.

Payment

Payment must be made in United States currency. An Exhibitor Contract will be deemed complete only when **payment in full** has been made and the money has been duly processed. All checks should be made out to: American Guild of Organists, Boston Chapter.

Exhibit Booths

Exhibit booths will be provisionally assigned on a first come, first served basis upon receipt of order by email, fax or USPS. No booth will be assigned without a completed exhibitor contract form, and if payment accompanying an order is not received within 14 days of order, that space will be reassigned to the next party that requests it.

At least 100 booths will be available. Each booth will consist of one 8 ft. by 10 ft. space, two (2) chairs, one (1) wastebasket, one (1) 6' draped table, and a one line exhibitor identification sign. Pricing for available configurations is as follows:

Regular Booth Schedule:

Single Booth	Double Booth	Triple Booth	Quad Booth	5 Booths
\$800.00	\$1,550.00	\$2,300.00	\$3,050.00	\$3,800.00

There are a limited number of premium booths available for an additional charge.

Premium Booth Schedule:

Single Booth	Double Booth	Triple Booth	Quad Booth	5 Booths
\$950	\$1,850.00	\$2,750.00	\$3,650.00	\$4,550.00

Demonstration Rooms

Demonstration rooms will be assigned on a first come, first served basis. No room will be assigned without a completed Exhibitor Contract form and a **\$1,000 deposit**. Room assignments, based on applicant's choice preference, will be made in the order of the date and time of the postmark or email date on the submitted application. Assignment of all space is the sole responsibility of the Exhibits Committee.

Demonstration rooms are available at the following rate of \$2,900.00 each:

Hyannis	Falmouth	Yarmouth
420 Sq. Ft	459 Sq. Ft	600 Sq. Ft

Final balance will be due upon notification of demonstration room assignment.

Each demonstration room will include two (2) chairs and one (1) wastebasket. Signs placed in hallways close to the room will identify demonstration rooms.

Enclosure in Registration Packets

An option for organizations wishing to distribute literature to every person who registers for the convention is to have your flyer or brochure included in every person's registration packet. The fee for this service is \$200 per brochure or flyer. Send materials to the Registrar no later than May 1, 2014.

Complimentary Registration and Program Book Advertising Discount

Each exhibitor renting a booth will receive one complimentary registration per booth. We will provide a code for the online registration website. Each exhibitor renting a demonstration room will receive (2) complimentary registrations. Complimentary registrations include the convention transportation package.



Print Advertising

Each exhibitor renting a booth or demonstration room will be offered a ten percent (10%) discount on advertisements in the **2014 AGOBOSTON Convention Program Book**. Contact Advertising and Contact Convention Book Editor Didier Grassin via email at programbook.ago2014.boston@gmail.com for details.

Set-Up

GES will prepare the space for exhibitors on Monday, June 23, 2014 from 6am to noon. Exhibitors will have access to set up their exhibit booth spaces and demonstration rooms on Monday, June 23, 2014, between 12:00 noon to 5:00 pm.

Dismantle

Exhibitors will dismantle, pack and remove their displays and materials between 8:30 am and 12 noon on Friday June 27, 2014. Exhibit spaces and Demonstration rooms must be totally vacated by 4:30pm, Friday, June 27, 2014. Carriers post-show must be checked in by 1:30pm that same day.

Exhibit Hours

Monday June 23, 2014	Tuesday June 24, 2014	Wednesday June 25, 2014	Thursday June 26, 2014	Friday June 27, 2014
Setup (see above) 5:00p to 7:00p 9:30p to Midnight	2:30p to 6:30p 10:30p to Midnight	9:30a to 11:00a 9:30p to Midnight	9:30a to 1:00p 9:30p to Midnight	Dismantle: (see above) 8:00a to 12:00p

The exhibits will close permanently at midnight 12:00pm on Thursday, June 26, 2014.

Electrical Service

The Marriott Boston Copley Place Hotel is responsible for providing electrical services for Exhibit Booths and Demonstration Rooms. If your booth or demonstration room will require electrical service, please complete the Electrical Order Form found on page 69 of the GES exhibitors package (available at AGOBoston 2014 website <http://www.agoboston2014.org/>) and may mail, fax or email it to the address indicated on the form.

Storage, Shipping and Equipment Moving

There is no storage available to exhibitors at the Marriott Boston Copley Place Hotel. Exhibitors needing storage prior to or during the convention should make arrangements with GES who will handle all drayage and storage. See the GES exhibitors package for details.

Exhibitors will be permitted to move their own organ and piano equipment into their Exhibit and Demonstration spaces using their own personnel pending submission of any relevant forms to GES



and that such activity will be done without any powered machinery, does not require assistance from the GES or hotel personnel and does not require the use of any power tools.

Security

Security will be provided in cooperation with the Marriott Boston Copley Place Hotel. Each exhibitor is solely responsible for his/her own exhibit materials and should insure against loss or damage. All property of an exhibitor is understood to remain in his/her care, custody, and control in transit to or from or within the confines of the exhibit area. To achieve necessary security, all exhibitors must close their exhibits promptly and vacate the exhibit areas at the closing times of each day. The cooperation of the exhibitors in this matter is crucial to controlled operation of exhibits.

Reading Sessions

Publishers electing to provide a reading session shall contact the Workshops Committee Chairperson as these events are the domain of this committee for this convention. Please contact Elsa Geskus email: workshops@agoboston2014.org for details.

Sound

Soundproof demonstration rooms are available for those companies intending to demonstrate musical instruments. **No audio demonstration of sound producing instruments in the 4th floor ballroom will be permitted. Any sound producing equipment used at an exhibitor's booth in the 4th floor ballroom must be equipped with earphones.** This rule will be enforced. Audio equipment, such as VCR's and CD players, which are a part of the exhibitor's presentation, may be used. In any case, sound levels must be kept to a reasonable minimum as determined by the Exhibits Committee. Exhibitors will comply with the requests of the Exhibits Committee to limit the volume of sound. We ask that you please be considerate of your fellow exhibitors.

Food

Except for personal consumption, all food and beverage must be provided by Marriott Boston Copley Place Hotel. Order forms will be available on the convention website.

Arrangements for special food and beverage requirements can be made through the Hospitality Committee. Contact Hospitality Committee Chair Jack Russell or Ross Wood at hospitality@agoboston2014.org for details.

Massachusetts State Sales Taxes

If applicable to your particular situation, you are required by law to be licensed for Massachusetts State Sales Tax collection. You may obtain the registration form on the convention website.

Liability and Insurance

Neither the AGO (National and/or the Boston Chapter), the Marriott Boston Copley Place Hotel, GES, nor any of their 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 causes whatsoever. The above parties will use reasonable care to protect the exhibitors from such loss. The exhibitor, upon signing the Exhibitor Contract, releases the aforementioned from any and all claims from such loss, damage, or injury. Exhibitors wishing to insure their goods must do so at their own expense.

Indemnifying Clause

Exhibitor agrees to protect, save, and keep the American Guild of Organists forever harmless from any damages or charges imposed for 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 applicable terms and conditions contained in the agreement between the Marriott Boston Copley Place Hotel and the American Guild of Organists regarding the exhibition premises; and further, exhibitors shall protect, indemnify, save, and keep harmless the American Guild of Organists and Marriott Boston Copley Place Hotel against and from any and all loss, cost, damage, liability, or expenses arising from or out of or by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees, and business invites, which arises from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises or a part thereof.

Cancellations

Cancellations must be made in writing to the Exhibits Committee. If notification is received on or before April 1, 2014, all exhibit fees, less a service fee of \$75.00, will be refunded. Failure to occupy exhibit space does not release the exhibitor from the obligation to pay for full cost of any and all space rentals. 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 days prior to the opening date of the exhibits, fifty percent (50%) of the money paid, less a non-refundable service fee of \$75.00, will be refunded.

Regulations and Contract

These General Regulations become part of the Exhibitor Contract. The Guild respectfully asks the full cooperation of the exhibitors in their observance for the greater good of all those exhibiting. Items not covered in these rules and regulations are subject to the decision of the Exhibits Committee, its Chair, or the Convention Coordinator.

The Exhibitor Contract shall be governed by and construed in accordance with the Laws of the State of Massachusetts and City of Boston, and all action for enforcement, construction, modification, termination, or otherwise shall be filed in courts thereof.