

**Florida Bandmasters Association  
GENERAL REGULATIONS FOR EXHIBITORS  
SUMMER CONVENTION  
JULY 11, 2018**

**APPLICATION FOR SPACE**

Applications will be made in writing on the application form provided and must be accompanied by a check to cover all fees. No exhibitor will be allowed to set up until all fees have been paid in full. **Make checks payable to the Florida Bandmasters Association.**

**ASSIGNMENT OF SPACE**

All exhibit space is sold on a first-come, first-served basis. Initial reservations may be made by telephone or email, but must be followed by the above contract and appropriate fee within seven (7) days or the space will be placed on the space available list.

**CANCELLATIONS**

All cancellations must be made in writing to the Exhibits Manager. If notification is received on or before June 1, all monies will be refunded. **NO REFUNDS WILL BE MADE AFTER JUNE 1.** If exhibit space is not occupied by **9 AM on Wednesday, July 11, 2018** the Exhibits Manager shall have the right to use the space as he/she sees fit to eliminate empty space in the exhibits area. In the event of flood, fire, strikes, riots, civil commotion, or other uncontrollable circumstances, which would render the exhibits area unfit or unavailable for use within ten (10) days prior to the opening date of the exhibits, 50% of the money paid for space rental will be refunded.

**EXHIBITOR HOUSING**

Housing requests for the Summer Conference are to be made through the Hilton Daytona Beach Oceanfront Resort. In order to ensure the Conference rate the Exhibits Manager will keep the hotel informed with a current list of exhibitors with paid contracts.

**EXHIBIT SCHEDULE**

The exhibits area hours are: **Wednesday, July 11<sup>th</sup>: 9:00 A.M. – 4:00 P.M.**.. An attendant must be in charge at each display during the hours when the exhibits area is open. All exhibitors are asked to keep their exhibits open until **4:00 PM.**

**EXHIBITOR REGISTRATION**

All official representatives of exhibitors must register with the Exhibits Manager, and will receive a Florida Bandmasters Association identification badge and a copy of the Conference program. There is no registration fee for official representatives under the guidelines below. Each exhibitor will be issued three (3) badges per exhibit table. Additional badges (maximum of 6 badges per exhibitor) may be purchased at \$5.00 each. Badges are required for admission to all Florida Bandmasters

Association sessions and concerts and none of these are not transferable. Exhibitors may not secure badges for music educators who should be registered at the FBA registration desk. This includes clinicians, authors, et al, who may be identified with a specific firm, but are not attending the Conference as members of the firm's staff.

**INSTALLATION AND DISMANTLING**

Installation will be from 6:00 AM to 9:00 AM on Wednesday, July 11th. Any space not claimed and set up during those hours may be reassigned without refund unless prior arrangements have been made with the Exhibits Manager. The exhibitor expressly agrees not to dismantle his/her exhibit nor do any packing prior to the final closing hour of the exhibit schedule. Goods must be crated and placed for shipment immediately following the close of the exhibits at 4:00 PM on Wednesday July 11th. Requests for earlier or extended set-up may be considered. Apply to the Exhibits Manager.

**SPACE SIZE, EQUIPMENT AND SERVICE**

Each space is defined as an area suitable to accommodate 1 standard 6 foot X 30 inch banquet table. You may NOT bring your own tables. These are not formal booths. Surrounding floor space is shared by all exhibitors. The exhibit area is carpeted and well lighted. There is a limited number of electrical outlets available. Please contact me as soon as possible if electricity is needed. Exhibitors must provide their own 14/3 gauge extension cords and multi plugs. Each space is equipped a table, 2 chairs and one small company sign. **There can be no cooking or baking of food in the exhibit area. This year I was able to get the approval to offer food samples, but please distribute samples within reason. Samples are not meant to compete with the hotel's food service and thus should be sized accordingly.** The Exhibits Manager will be on hand to assist you if you have questions. WiFi service is available in the common areas outside the exhibit area.

**RESTRICTIONS ON USE OF SPACE**

All demonstrations or sales activities must be confined to the limits of the exhibit space. No exhibitor shall assign, sublet or share his/her allotted space without the knowledge and consent of the Exhibits Manager. No exhibitor shall obtain exhibit space outside the designated exhibit area. No firm or organization not assigned exhibit space will be permitted to solicit business within the exhibit area. No exhibitor is permitted to show goods other than those manufactured or dealt with by him/her in the regular course of business. No literature may be distributed outside the exhibit area, unless the exhibitor or his/her representative(s) shall be involved in the presentation of a clinic for the FBA members. No alcoholic beverages are permitted in the exhibit area

## **SALES PERMITTED**

Selling and taking orders are permitted in the exhibit service area subject to the Guidelines and Restrictions For Sales By Exhibitors. Exhibitors are individually responsible for obtaining at their own expense the necessary licenses and/or registering with the State of Florida for the collection and payment of sales taxes.

### **GUIDELINES AND RESTRICTIONS FOR SALES BY EXHIBITORS**

In order to maintain the high standards that the Florida Bandmasters Association feels it has established for our exhibits and to continue the good business practices and relationships with our exhibitors, the FBA has established the following guidelines for sales by exhibitors in the exhibits area:

#### ***1. Exhibitors selling items from their exhibits space should be sure the items are:***

- a. Musically-oriented or otherwise related to school music or music education;
- b. Regularly sold in their stores if they are retailers;
- c. Displayed along with other lines of musical merchandise, i.e., instruments, supplies, accessories, sheet music;
- d. In good taste, keeping in mind that we re first and foremost a music education organization.

#### ***2. BOUTIQUES:***

Music boutique items are very popular and are sold in many music stores. These items will be permitted to be sold providing the seller meets the requirements of a, b, c, d as listed above. We will not permit anyone to bring boutique items or junk jewelry which create a "flea-market" type atmosphere.

#### ***3. T-SHIRTS:***

T-shirts may be sold as long as they meet the requirements in a, b, c, d listed above.

### **FIRE REGULATIONS**

No storage of empty crates or cartons is permitted in the exhibit area. No combustible decoration material shall be used at any time and all cloth decorations must be flame-proof. All materials and fluids that are inflammable are to be kept in safety containers. There can be no cooking or baking in the exhibit area. Open flames - butane gas, oxygen, etc. - are not permitted. Exits, fire stations and fire extinguisher equipment must not be obstructed. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise creates a fire hazard, the right is reserved to cancel all or such part of the exhibit.

## **CARE OF BUILDING AND EQUIPMENT**

Exhibitors or their agents must not injure or deface the walls or floors of the building, tables or the equipment. Nothing shall be pasted on, tacked, nailed, screwed or otherwise attached to the columns, walls, floors or other parts of the building or furniture. When such damage appears, the exhibitor is liable to the owner of the property so damaged.

### **SECURITY**

The Florida Bandmasters Association will provide the normal hotel security personnel whenever the exhibits are open. However, the exhibitor is solely responsible for his/her own exhibit material and should insure against loss or damages. All property of an exhibitor is understood to be in his/her care, custody and control in transit to and from the confines of the exhibits area. It is strongly recommended that all small items be removed from exhibit tables or display areas and placed out of sight when the exhibits are closed. To achieve maximum security, all exhibitors must close their exhibits promptly and vacate the exhibits area at the specified closing time, and be in attendance when they are open.

### **LIABILITY AND INSURANCE**

Neither the Florida Bandmasters Association nor the Hilton Orlando Hotel will be responsible for any injury, loss or damage that may occur to the exhibitor(s), or to their property from theft, damage by fire, accident or from any other causes whatever, but will take reasonable care to protect exhibitors from such loss. The aforementioned is exempt from any and all claims from such loss, damage or injury. Exhibitors wishing to insure their goods must do so at their own expense.

### **REGULATIONS AND CONTRACT**

These rules and regulations become a part of the contract between the exhibitor and the Florida Bandmasters Association, Inc. They have been formulated for the best interests of the exhibitors and the FBA. The management respectfully asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of the Exhibits Manager.