



AGO National Convention, Twin Cities, June 22-26, 2008

Convention Headquarters
Hilton Hotel
1001 Marquette Avenue
Minneapolis, MN 55403

General Regulations for Exhibitors

Application For Exhibit Space

Applications for exhibit space will be made in writing on the Exhibitor Contract form. One form will be included in each exhibitor invitation packet. Exhibitor Contract forms will also be available on the AGO 2008 National Convention website (www.ago2008.org), which may be printed from that website and mailed to: AGO '08 Exhibits, c/o Paul Lohman – 4612 Aldrich Ave. So. – Minneapolis, MN 55419.

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.

Booths in the 3rd Floor Grand Ballroom

Exhibit booths will be assigned on a first-come, first-served basis. No booth will be assigned without a completed Exhibitor Contract form and payment in full. Booth assignments, based on applicant's choice preference, will be made in the order of the date and time of the postmark on the submitted application envelope. Assignment of space is the sole responsibility of the Exhibits Committee, Paul Lohman, Chair (email: exhibits@ago2008.org). Up to 139 booths are available. Each booth will consist of one 8 ft. by 10 ft. pipe and drape booth, two (2) chairs, one (1) wastebasket, one (1) 6' draped table, and one (1) 7" by 44" one line exhibitor identification sign. Pricing for available configurations is as follows: Single Booth \$810.00; Double Booth \$1,580.00; Triple Booth \$2,350.00; Quad Booth \$3,120.00; 5-Booth \$3,880.00.

NOTE: Booth prices will be reduced 10% when booths are acquired along with a full priced demonstration room.

Demonstration Rooms (also on the 3rd floor!)

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 **\$1,500 deposit**. Room assignments, based on applicant's choice preference, will be made in the order of the date and time of the postmark on the submitted application envelope. Assignment of space is the sole responsibility of the Exhibits Committee, Paul Lohman, Chair (email: exhibits@ago2008.org).

Demonstration rooms are available at the following rates:

Duluth Room:	[2145 sq. ft.]	\$7,000.00
Rochester Room:	[1,785 sq. ft.]	\$5,250.00
Board Room #1:	[624 sq. ft.]	\$2,150.00
Board Room #2:	[624 sq. ft.]	\$2,150.00
Directors Row #1:	[676 sq. ft.]	\$2,350.00
Directors Row #2:	[624 sq. ft.]	\$2,550.00
Directors Row #3:	[624 sq. ft.]	\$2,550.00
Directors Row #4:	[624 sq. ft.]	\$2,550.00

Paul W. Lohman – Exhibits Chair – AGO '08 Twin Cities
4612 Aldrich Ave. So. – Minneapolis, MN 55419
phone: 612-827-3625 – email: exhibits@ago2008.org

Final balance will be due upon notification of demonstration room assignment. Each demonstration room will include two (2) chairs and one (1) wastebasket. Signs will be placed to identify demonstration rooms.

Registration Packet Enclosures

For organizations wishing to distribute literature to every person who registers for the convention, your flyer or brochure can be included in the general registration packet. The fee for this service is \$275.00 per brochure or flyer [maximum 30 pages. Contact us if larger]. Information about where and when to send your brochure [2100 copies] will be sent to you at a later date.

Complimentary Registration and Program Book Advertising Discount

Each exhibitor renting a booth will receive one complimentary registration per booth. Each exhibitor renting a demonstration room will receive (2) complimentary registrations. Complimentary registrations do not include the convention transportation package. You must register for the convention through the official registration process. [check web site] Each exhibitor renting a booth or demonstration room will be offered a ten percent (10%) discount on a full-page advertisement in the “AGO ’08 Convention Program Book.” Contact James Frazier, (email: jefrazier@visi.com) for ad placement.

Set-Up

Exhibit Booth and Demonstration Room set-up will be Saturday, June 21, 2008, from 1:00 pm until 6:00 pm and Sunday, June 22, 2008 from 8:00 am until 1:00 pm.

NOTE: Organ or piano move-in using the hotel freight elevator will be on Saturday June 21st from 1:00 PM to 6:00 PM, ONLY. Please indicate on the Exhibitor Contract whether you will require use of the freight elevator.

Move-out

Exhibit spaces and Demonstration rooms must be vacated by 10:00 pm on Thursday, June 26, 2008.

NOTE: Organ or piano move-out using the hotel freight elevator will be on Thursday June 26th from 4:00 pm until 10:00pm. ONLY. Please indicate on the Exhibitor Contract whether you will require use of the freight elevator.

Exhibit Hours

Saturday	GES Contractor setup 7:00 until 1:00		
	Exhibitors setup 1:00 until 6:00		
Sunday	Set up 8:00 am until 1:00 pm		
	Open 1:00 pm until 6:00 pm	and	9:30 pm until midnight
Monday	11:00 am until 4:00 pm	and	10:00 pm until midnight
Tuesday	4:00 pm until 7:30 pm	and	10:00 pm until midnight
Wednesday	10:00 am until 1:00 pm	and	10:00 pm until midnight
Thursday	11:00 am until 4:00 pm		

Exhibit Passes/badges

Badges will be required of everyone entering the exhibit hall including exhibitors. This includes set up and move out times. For persons not registered for the convention passes [badges] to exhibits will be available at no cost. Exhibitors should contact the Exhibits Chairman prior to the convention to have badges ready for exhibitors not registered for the convention. During the convention badges may be obtained at the registration desk.

Decorating Company

AGO ’08 has contracted with the very experienced GES Exposition Services to work with you during the convention. Details regarding a multitude of services available to you through GES and the Minneapolis Hilton Hotel will be sent to all participating exhibitors upon receipt of contract and payment.

Electrical, Phone, and Internet Service

The Hilton Hotel is responsible for providing electrical, phone and Internet service for Exhibit Booths and Demonstration Rooms. If your booth or demonstration room will require any of these services, you will need to fill out an "order" form. These will be available for download from the AGO '08 web site after February 1, 2008. www.ago2008.org

Storage, Shipping and Equipment Moving

There is no storage at the Hilton Hotel. Exhibitors needing storage prior to or during the convention should contact GES Exposition Services. Exhibitors will be permitted to move their own organ and piano equipment into their Exhibit and Demonstration spaces using their own personnel. Assistance from GES is available for a charge.

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Security

Access to the Exhibit Hall and Demonstration rooms will be limited to those people with authorized badges only [i.e.: exhibitors, convention attendees or persons with Exhibit Pass/badges]. Extra badges for set-up personnel for Saturday, June 21st, Sunday June 22nd and for move-out personnel on Thursday, June 26th can be obtained from the Exhibit Chairman. 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 control the operation of exhibits.

Sound

Sound-isolating demonstration rooms are available for those companies intending to demonstrate musical instruments. Audio demonstration of sound producing instruments is prohibited in the Grand Ballroom. Sound producing equipment used at an exhibitor's booth in the Grand 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, however sound levels must be kept to a reasonable minimum as determined by the Exhibits Committee. Exhibitors must comply with the requests of the Exhibits Committee to limit the volume of sound. Please be considerate of your fellow exhibitors.

Food

Except for personal consumption, all food and beverage must be provided by the Hilton Hotel.

Minnesota State Sales Taxes

You are required by law to be licensed for Minnesota State Sales Tax collection (if applicable to your particular situation.) If you are not registered in the State of Minnesota you must obtain a Sales Tax ID #. You may register for a Minnesota ID number online at: www.taxes.state.mn.us or by calling 651-282-5225. You must also fill out a form ST-19 [available online at: <http://www.taxes.state.mn.us/taxes/sales/forms/st19.pdf> which will be collected by the Exhibits Chairman at the convention. Links to these URLs will be on the www.ago2008.org web site.

Liability and Insurance

Neither the AGO (National and/or the Twin Cities Chapter), the Hilton Hotel, GES Exposition Services, 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 (National and/or the Twin Cities Chapter) 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 Hilton 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 (National and/or the Twin Cities Chapter) and Hilton 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, 2008, 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 Minnesota and the city of Minneapolis, and all action for enforcement, construction, modification, termination, or otherwise shall be filed in the courts thereof.