

Information and Regulations for Exhibitors
The 41st International Horn Symposium
Western Illinois University
Macomb, Illinois
June 2-7, 2009

Fees for Display Space

Display space is available through the purchase of 6' table space:

First Table:	\$275, includes one exhibit badge
Each additional table:	\$75, includes up to one additional badge

All exhibitors must purchase tables to sell items at the Symposium. Fees will not be reduced for exhibitors who provide his/her own table(s), does not need table space, or do not participate for the duration of the symposium. No refunds will be given.

Private and semi-private rooms are available on a first come, first served basis. Information will be provided by the Symposium Exhibits Coordinator.

Assignment of Display Space

All exhibit spaces will be held in rooms and common places of the Western Illinois University Union and exact table locations will be determined by the 41st International Horn Symposium Exhibits Coordinator in consultation with the 41st IHS Host.

Preference will be given to those exhibitors who return their contract first. The number of spaces is limited, early registration is strongly suggested.

All table coverings and display items are to be provided by the exhibitor. Information regarding Internet access and electrical outlet access is available from the IHS Symposium Exhibitors Coordinator.

Exhibit Schedule

Tuesday	June 2: Noon to 5:30 PM
Wednesday	June 3: 8 AM – Exhibitors Panel, 9 AM to 1 PM, 2 PM to 5:30 PM
Thursday	June 4: 8 AM – Exhibitors Panel, 9 AM to 1 PM, 2 PM to 5:30 PM
Friday	June 5: 8 AM – Exhibitors Panel, 9 AM to 1 PM, 2 PM to 5:30 PM
Saturday	June 6: 8 AM – Exhibitors Panel, 9 AM to 1 PM

Set up

Set up for exhibits will begin at noon on Monday, June 1st and exhibitors are encouraged to give an approximate time of arrival so that staff will be able to assist in unloading of items. All rooms will be locked at 8 PM on Monday evening. Exhibitors wishing to set-up on Tuesday morning will be able to access the building beginning at 7 AM. All exhibits must be set-up for the 9 AM Private Exhibits Preview on Tuesday, June 2nd.

Private Exhibit Preview

Tuesday, June 2, from 9 to 10:30 AM a private event will take place for exhibitors that would like to invite professors, performers, and other professionals to preview merchandise prior to the opening of the exhibits. More information about this will be sent when contracts are received.

Storage

During the symposium sufficient storage will be provided for cartons and packing materials. Items may be placed only underneath tables in the exhibit areas. Exhibitors must comply with all school, local, regional, and national fire laws.

Care of Building and Equipment

No items shall be posted, tacked, nailed, screwed, or otherwise attached to any part of the walls, floor, or any other part of the building or furniture. This, or any other act, which interferes with the proper protection of these properties, shall be at the expense of the exhibitor.

Liability, Insurance, and Taxes

The 41st International Horn Symposium, Western Illinois University, or any staff member will not be responsible for the safety of the property of the exhibitor from theft, damage by fire, accident, or other causes, but will use reasonable care to protect the exhibitors from such loss and will secure the building during those periods when the exhibit areas are not open to the public.

No responsibility is assumed for goods delivered to the exhibit area prior to the conference or materials in the exhibit area after the close of the exhibits. Exhibitors must provide their own insurance.

All exhibitors selling items during the symposium are required to register at the Illinois Department of Revenue. Instructions regarding how to register will be distributed when contracts are received.

Shipping

Items may be shipped in advance to be stored in a locked room at Western Illinois University. Please plan for shipments to arrive Wednesday, May 27, 2009. All products shipped in advance will be the responsibility of the exhibitor, although reasonable care will be taken to assure the security of the goods received.

Identify packages as "IHS EXHIBIT" and send to Randall Faust, International Horn Symposium, 122 Browne Hall, School of Music, Western Illinois University, Macomb, IL 61455.

Tear-down

Exhibitors may dismantle at 1 PM on Saturday. All items must be removed and shipped at this time. Western Illinois University will not hold items for pick up. Arrangements have been made to have Copy, Pack, & Post (309) 833-3248 pick up all items to be shipped on Saturday, June 6th, after the close of the exhibits. Further information will be available after registration.

Regulations and Contract

These general information guidelines and regulations for exhibitors become a part of the contract between the exhibitor and the 41st International Horn Symposium. They have been formulated for the best interest of the exhibitor. We respectfully request full cooperation of the exhibitor in their observance. All points not covered herein are subject to the decision of the Horn Symposium Host and the International Horn Society. Any specific regulations pertaining to Western Illinois University will become part of the contract.

Travel Directions, Housing, and Meals

University Residence Hall Housing and Meals are available via the registration form. Also, early Registrants may purchase Meal Cards to be used at the University Union Food Court. Directions to Western Illinois University and an application for a Meal Card are available via the Registration form at www.wiu.edu/horn

Program Advertising is available. Contracts must be received by March 2, 2009.

For further information contact:

Dr. Rose French
International Horn Society
Symposium Exhibits Coordinator
(480) 204-1092
exhibits@hornsociety.org

Dr. Randall Faust
Host, 41st International Horn Symposium
Western Illinois University
(309) 298-1300
RE-Faust@wiu.edu