



**43<sup>rd</sup> National  
Conference**

**American Harp Society**  
**43<sup>rd</sup> National Conference**  
University of Redlands  
Redlands, CA  
June 27-30, 2018

**INVITATION TO EXHIBIT**

You are cordially invited to exhibit your products and services during this important meeting of professional harpists, harp teachers, harp students and friends of the harp.

The University of Redlands provides us with a comfortable, laid back Conference experience. The campus is almost entirely ours. There is ample free parking, and vans and trucks can pull up right outside the doors of the exhibit halls. We will be in two separate rooms that are part of the same building. Each room has its own outside doors around the corner from each other. Exactly how we utilize the spaces will depend on how many exhibitors come and how much space they each require. Feel free to contact me before reserving your space if you have any questions.

Motels and restaurants are a couple of miles away. There are a variety of affordable housing options on campus including dorm and apartment style, and a cafeteria meal plan. The apartments are just far enough away (10 minute walk or so) that you may want a car. I am planning on renting a car to get from the airport and to get around town.

The AHS will once again be providing exhibitors with a complimentary brunch prior to the exhibits opening at noon on Wednesday. That way you can finish setting up in the morning without immediately having to start planning lunch as soon as the exhibits open. Exhibits will be open Saturday until noon. I look forward to seeing you all again, and welcoming new exhibitors.

*-David Kolacny*  
National Exhibit Chairman

To talk about Sponsorship and Advertising Opportunities  
Please contact:

**Kathryn McManus**  
**American Harp Society Executive Director**  
*ExecDirector@HarpSociety.org*  
813-999-0995

You do not need to be an exhibitor to purchase advertising.

If you have questions about exhibiting please contact:

**David Kolacny**  
**AHS National Exhibit Chairman**  
303-722-6081  
*harpdavidk@kolacnymusic.com*

**To reserve your exhibit space on line**

Go to: *www.AHSConference.org*  
You will be able to register and pay on line.

**PLEASE TAKE NOTE:**

Booths are 8'x 10' Deposits are due

March 15, 2018

Deposits received later are not guaranteed a space,  
**and** will be charged a higher price **if available.**

If you are an AHS committee or other non-profit  
and would like a smaller "Table Top" exhibit  
space outside the main exhibit area,  
contact David Kolacny.



## Invitation to Exhibit – Redlands, P. 2

### LOCATION:

University of Redlands  
University Hall/Casa Loma  
1200 E Colton Ave, Redlands, CA 92373  
Visit [www.redlands.edu](http://www.redlands.edu) for more information.

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**SCHEDULE:** (SUBJECT TO REVISION) Detailed information will be included in your confirmation packet.

**Tuesday, June 26, 2018.** Move in and set up.  
-8am to 11 am: Vendor will move in Pipe and drape, tables and pre-shipped freight.  
-11am to 8pm: Exhibitor move in and set up.  
Later by prior arrangement.

**Wednesday June 27, 2018.**  
-8am to 11:30am Exhibit set up.  
-10am to 11:30 Exhibitor brunch.  
-11:30 to 6pm Exhibits open.

**Thursday, June 28, 2018.**  
- 10 AM to 6 PM Exhibits open.

**Friday, June 29, 2018.**  
-10AM to 6PM Exhibits open.

**Saturday, June 30, 2018.**  
-9 AM - Noon Exhibits open.  
-Noon - 11 PM Exhibitor pack up and load out.  
David Kolacny will stay as late as necessary.

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### The Conference site is not able to receive shipments prior to the conference.

After registering to exhibit, you will receive a confirmation Email from the AHS with more detailed information regarding our exhibit services provider. It will also include details about shipping in and out, ordering more tables and other booth equipment, more detailed information about booth electricity, internet service, and will include a floor plan.

### BOOTH SIZE AND PRICE:

**Standard booth** is 10' wide by 8' deep. The back drape is 8' high. The side drapes are 3' high. It comes with one covered and skirted 8' or 6' table, two chairs and a 7"x44" ID sign. Multiple booths can be grouped together.

### Fee per 10'x 8' booth:

-reserved on or before March 15, 2018 \$500 each.  
-reserved after March 15, 2018 \$550 each if available.  
May 1, 2018 is the final day to reserve exhibit space.

**Exhibitor name badges** will be available at set-up. Exhibitors will receive 2 name badges per booth purchased. (If you purchased four 10'x 8' booths you are entitled to up to 8 badges). Exhibitor badges will admit you into evening concerts and receptions. Please wear your badge to be admitted to exhibit area.

If an exhibitor or companion wishes full conference access, they must register and pay as a regular attendee.

**In order to receive the special conference hotel rates**, it is important that exhibitors mention they are part of the "Harp Society Conference". Affordable dormitories are also available on campus. Exhibitors with multiple staff may particularly like the Brockton Avenue Apartments, about a ten minute walk from the exhibit halls. Each four-bedroom, two-bath unit includes air conditioning, kitchen with garbage disposal, dishwasher, fridge, stove/oven, microwave (but no utensils) and living room. The private rooms with single beds are **\$35 per person per night**, plus one-time \$15 linen fee. Space is limited so reserve your campus housing soon at [ahsconference.org/register/housing-meals](http://ahsconference.org/register/housing-meals). Check the website for travel information as well.

Space will be available for instruments to be tested adjacent to the exhibit area on a first-come first-served basis.

Amplified instruments must be kept at the volume level of unamplified instruments.

**Exhibitors will not be permitted to set up their displays at the conference until all fees have been paid in full.**

### LIABILITY AND INSURANCE

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the hotel premises and will indemnify, defend and hold harmless the American Harp Society, Inc. ("AHS"), the University of Redlands ("University"), as well as their respective agents, servants, and employees from any and all such losses, damages, and claims. AHS or the University will not be responsible for any loss, damage, or claims arising out of exhibitor's activities at the Conference. Exhibitor acknowledges that AHS has no responsibility for exhibitors' property, and that all of the exhibitors' property remains under its custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. A Certificate of Insurance naming the University of Redlands as a "named insured" must be provided no later than May 25, 2018. Minimum requirements are Commercial General Liability Insurance for personal bodily injury, wrongful death, and broad form property damage losses of \$1,000,000 each occurrence, products/completed operations aggregate and personal and advertising injury of \$1,000,000, and a General Aggregate of \$2,000,000.

### SALES TAXES AND LICENSING

Exhibitors are permitted to sell and take orders on the conference floor. Information about the securing of licenses and payment of sales taxes will be provided with the confirmation of space assignment.

**Each exhibitor is responsible for meeting these legal requirements.**

### PROGRAM ADVERTISING and CONFERENCE SPONSORSHIPS

Exhibitors are encouraged to be Conference Sponsors and advertisers. Display advertising in the conference program is available for purchase. You do not need to be an exhibitor to purchase advertising. Visit the website or contact Kathryn McManus, American Harp Society Executive Director, at [ExecDirector@HarpSociety.org](mailto:ExecDirector@HarpSociety.org)



# EXHIBIT APPLICATION

American Harp Society 43rd National Conference • June 27-30, 2018 • Redlands, CA

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City State Zip \_\_\_\_\_

Phone \_\_\_\_\_ Website \_\_\_\_\_

Email \_\_\_\_\_

Facebook \_\_\_\_\_ Twitter \_\_\_\_\_

LinkedIn \_\_\_\_\_ Google+ \_\_\_\_\_

Supply up to 100 word company description for inclusion in the Conference smart phone app, and email a 180 x 120px JPG or PNG logo file to [execdirector@harp society.org](mailto:execdirector@harp society.org) by April 1, 2018.

\_\_\_\_\_  
\_\_\_\_\_

**From this point on all contact will be by email. Be sure to include yours.**

Total number of 10'x 8' Booths requested: \_\_\_\_\_

Total charge for 10'x 8' Booth Space reserved before March 15, 2018: \$500 Each \$ \_\_\_\_\_

After March 15th, 2018: \$550 Each \$ \_\_\_\_\_ Space not guaranteed.

If you request more than one 10'x 8' booth, feel free to include a description of your desired booth layout.

For example: "4 booths side by side" or "4 booths back to back in a square".

I would like a (check one) \_\_\_\_\_ six foot table or \_\_\_\_\_ eight foot table per booth ordered. Additional tables can be ordered separately from the exhibit vendor. Information will come from them.

If you are an AHS Committee or other nonprofit and need a Table-Top Space outside the exhibit area contact David Kolacny before sending form.

**You may reserve your space with a 50% deposit or make payment in full.**

If you reserve space with a deposit, payment in full is due by May 1, 2018. No refunds after June 1, 2018.

Amount to be paid with application: \$ \_\_\_\_\_ (in US funds) Balance Due: \$ \_\_\_\_\_

**You may go to our web site [www.AHSConference.org](http://www.AHSConference.org) to register and pay on line or mail this form and a check payable to American Harp Society, Inc. Be sure to keep a copy of this form for yourself. Send to: American Harp Society, Inc., PO Box 260, Bellingham, MA 02019-0260.**

*Agreement:* By signing and returning this EXHIBIT APPLICATION, exhibitor acknowledges that he/she, as legal representative of the exhibitor named above, has read, understands and agrees to accept and abide by all the conditions in this document and on the web page <http://ahsconference.org/exhibit2018/>.

Signature of legal representative: \_\_\_\_\_

Printed name of legal representative and position: \_\_\_\_\_

Confirmation letter, floor plan and additional information will be emailed after March 15th, 2018.

FOR AHS OFFICE USE ONLY

Date Received \_\_\_\_\_ Type\_Booth Assign \_\_\_\_\_ Deposit paid \_\_\_\_\_

Balance received \_\_\_\_\_