

October, 2009

Dear Vendor,

The Chicago Brass Festival invites you to participate in its second annual event to be held at Northeastern Illinois University from March 20-21 2010. This wonderful new festival will showcase talent from around the country and the nearby Chicago area. Performances and master classes are scheduled with: **Bill Reichenbach, Dave Taylor, The Chicago Brass Band, B3+ ensemble, and the incomparable MNOZIL BRASS**, and many others. For an up to the minute schedule for this year's festival please visit our website at: www.chicagobrassfestival.com.

Consider becoming a vendor and experience an opportunity to become part of an exciting new yearly event held in one of America's truly amazing cities.

Enclosed is the Exhibitor Contract and information page for your use to successfully secure your booth space. The exhibit hall will be open from 9am to 5pm on Saturday March 20th only. There will be designated exhibit time in the Festival schedule. The large exhibit room will accommodate booth location and private rooms may be reserved on a first-come first-served basis so act quickly!

If being a vendor is not for you, then advertising in the festival program will also provide your company with high visibility. Information on this can be found in the Exhibitor Contract and information pages as well.

Should you have any questions about the Festival or Sponsorships, please contact us at 773-442-5917 or by e-mail at t-heath@neiu.edu. Thank you for your consideration and we look forward to your participation in what will be a truly exciting event.

Sincerely,

Travis Heath, D.M.A.
Assistant Prof. of Music, Trumpet
Brass Coordinator
Dept. of Music and Dance
Northeastern Illinois University
(773)442-5917

EXHIBITOR PROSPECTUS

An Invitation to Exhibit

Chicago Brass Festival

March 19 - 21, 2010

Chicago, Illinois

Exhibit Hours

Saturday, March 20 9:00 a.m. - 5:00 p.m.

Dedicated, Conflict Free 12:00 a.m. - 2:00 p.m.

Set up will be Saturday, March 21st
from 9:00 – 10:00 a.m.

Load out will be from 5pm – 6pm

EXHIBIT INFORMATION

* **Exhibit Location:** Northeastern Illinois University, Alumni Hall, 5500 N. St. Louis Ave Chicago, IL 60625

* **Price:** \$100 for first table; \$30 for each additional, adjoining table. Payment must accompany this application.

In the event of cancellation table fee refunds will be made subject to the following penalties: Before December 15 - \$10.00 / 12/2 to 1/1 - \$20.00 / 1/2 to 2/1 - \$40.00 / 2/2 to 3/1 - \$50.00 / After March 1 - No Refunds.

* **Booth Description:** (Fee includes the following)

10' X 10' area with additional room for your own banners, backdrops, or displays

Black table drapery, white table cloth provided

* **Request Deadline:** Typically, at least half of our vendor space is sold within 30 days. Booth space becomes **very limited after Jan 1**. Early receipt of the form and fee will allow us to provide you with the best available booth selection.

* **Name Badges:** Two badges, per booth, will be issued to each exhibiting firm. **BADGES ARE NOT TRANSFERABLE** and may be picked up at the Conference Registration Area in the "Terrazzo" Conference Lobby. Additional booth staff (above 2 per booth) will be required to register for the Conference at the regular rates, unless a chosen package deal states otherwise (see package deals below).

* **Exhibit Area,** Alumni Hall, is easily accessible from Conference sessions, Recital Hall, and Auditorium.

* **Hotel Information** can be found online at www.chicagobrassfestival.com on the directions/info page.

Exhibit Visits by Participating Artists, Students, Parents and the General Public on Saturday

Free Parking in Lot F directly outside of the Steinberg Fine Arts Center

Booth, Advertisement, Sponsor Package Deals

Sponsor: \$20-\$49

- Recognition in program booklet and on our website

Brass: \$50-\$99

- Recognition in program booklet and on our website
- Free Admission to the 2-day festival for 2
- 1/2-page black & white ad in the program booklet

Silver: \$120-\$199

- Recognition in program booklet and on our website
- Free Admission to the 2-day festival for 4
- 1 Free exhibit table
- 1/2-page Ad in the program booklet

Gold: \$200 - \$399

- Recognition in program booklet and on our website
- Free Admission to the 2-day festival for 4
- 2 Free exhibit tables
- 1 Full Page Ad in the program booklet

Platinum: \$400 and up

- Recognition in program booklet and designated link on our website
- Free Admission to the 2-day festival for 6
- 2 Free exhibit tables (as space allows)
- 1 Full Page Ad in the program booklet
- May display advertising logo in the Auditorium for the duration of the festival (banners or video projection displayed back of stage)

Program advertising rates are as follows:

- business-card-sized ad: \$25.00
- 1/4-page ad: \$40.00
- 1/2-page ad: \$70.00
- full-page black & white ad: \$150.00

Sponsor a Guest Artist or Clinician (if not already sponsored)

or

Sponsor the winner of the Solo Competition

*Contact us for information on Artists and to discuss these options

www.chicagobrassfestival.com or t-heath@neiu.edu or 773-442-5917

Chicago Brass Festival
EXHIBIT APPLICATION and AGREEMENT
March 20 - 21, 2010
Chicago, Illinois

Please reserve _____ tables at **\$100** for the first table; **\$30** for each additional, adjoining table.
Booth assignments will be made in order of receipt of this form and payment.

And/or

Please reserve _____ package deal. (sponsor, brass, silver, gold, platinum) If your package includes an exhibit table(s), additional tables can be requested; **\$30** for each additional, adjoining table.
Companies sharing representatives **MUST** submit applications **together**, in order to be placed near/adjacent to one another.

Please complete entire form and type or print legibly. Program copy, signage, and badges will be produced based on this information.

Name of Company:

Company Address:

City: State: Zip: Phone: ()

Company Website URL:

Briefly Describe Product or Service (to assist with booth location):

Representatives' Name Badges will be pre-printed, based on the information listed below. Two (2) badges, per booth purchased, will be issued to each exhibiting firm. **Booth staff beyond two per booth is required to register as a full paying Conference attendee.**

BADGES ARE NOT TRANSFERRABLE

Booth confirmation and further correspondence should be sent to:

Name of Company: Representative:

Address:

City: State: Zip: Phone: ()

Email Address:

AGREEMENT

Indemnifying Clause: Exhibitor agrees to protect, save, and keep the Chicago Brass Festival and Northeastern Illinois University forever harmless from any damage 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 Northeastern Illinois University and the Chicago Brass Festival regarding the exhibition premises; and further, Exhibitors shall at all times protect, indemnify, save, and keep harmless the Chicago Brass Festival against, and from, any and all loss, cost, damage, liability, or expense arising from, or out of, or by reason of, any accident or other occurrence to anyone, including the Exhibitor, its agents, employees, and business invitees, which arise from, or out of, or by reason of, said Exhibitor's occupancy and use of the exhibition premises, or any part thereof.

AUTHORIZED SIGNATURE:

DATE:

METHOD OF PAYMENT- CHECK ONLY

Check payable to **Northeastern Illinois University** enclosed, mail to:

Chicago Brass Festival
C/O Dr. Travis Heath
5500 N. St. Louis Ave
Chicago, IL 60625

CBF OFFICE USE ONLY

Date Rec'd: Chk. #: Fee Amt. Paid: Assign Booth #(s)

