

2016 AGO National Convention - Houston

Hilton Americas - Houston

1600 Lamar, Houston, Texas, 77010, USA
(713) 739-8000 (including for Reservations)
(713) 739-8007 Fax
www.hilton.com

INFORMATION AND REGULATIONS FOR EXHIBITORS

Application for Exhibit Space

Applications for exhibit space will be made online only at www.agohouston2016.com

Payment

Payment must be made online in United States currency using **credit card** (American Express, MasterCard, VISA, Discover or Diners Club).

An Exhibitor Contract will be deemed complete only when an authorized agent of the company submits the only application, **payment in full** via credit card is made and duly processed and **AGO 2016 National Convention – Houston** expressly accepts the application via formal confirmation.

Exhibit Booths

Exhibit booths will be provisionally assigned on a first-come, first-served basis upon receipt of online order and electronic payment. No booth will be assigned without a completed exhibitor contract form and completed electronic payment.

122 booths will be available at launch. Each 8' x 10' booth receives 8' high white back drape, 3' high white side drape, one (1) 6' x 30" white skirted table, two (2) Limerick side chairs, one (1) wastebasket, and a 7" x 44" one-line booth ID sign. The exhibit area is carpeted. By order of the Fire Marshal, **NOTHING MAY BE ATTACHED TO THIS DRAPE. PLEASE NOTE: THERE ARE NO SUBSTITUTIONS ALLOWED.**

Regular Booth Fee Schedule

Single regular booth	\$900
Each additional regular booth	\$810

A limited number of premium (prime location) booths are available for an additional charge. Premium booths in the Exhibit Hall are booth numbers **100, 101, 125, 126, 128, 200, 224, 225, 300, 324, 325, 400, 401, 424, 425, 500, 501, 503, 523, 524 and 525.**

INFORMATION AND REGULATIONS FOR EXHIBITORS

Premium Booth Fee Schedule

Single premium booth	\$1,000
Each additional premium booth	\$910
Each additional regular booth	\$810

Demonstration Rooms

Demonstration rooms will be assigned on a first-come, first-served basis. Room assignments, based on applicant's choice preference, will be made in the order the online application and payment are received. Assignment of all space is the sole responsibility of the Exhibits Committee for the **AGO 2016 National Convention – Houston**.

Demonstration Room Fee Schedule

Room 332 (548 sq ft)	4.93/sq ft = \$2,700
Room 333 (588 sq ft)	4.93/sq ft = \$2,900
Room 338 (830 sq ft)	4.82/sq ft = \$4,000

Each demonstration room will include two (2) chairs and one (1) wastebasket. Signs placed in hallways close to the room will identify demonstration rooms. All demonstration rooms are carpeted.

Complimentary Registration

Each exhibitor renting a booth will receive ONE (1) complimentary registration per booth. Each exhibitor renting a demonstration room will receive TWO (2) complimentary registrations. We will provide a unique code for the online registration website. Complimentary registrations include the convention transportation package.

NOTE: Renting of a booth does NOT **register** the person or individual for the convention. Registration of individuals must be accomplished through www.agohouston2016.com beginning October 15, 2015.

Set-Up

Exhibitors will have access to set up their exhibit booth spaces and demonstration rooms on Sunday, June 19, 2016, between 8:00 AM to 2:00 PM. All exhibitor setups must be completed by 2:00 PM Sunday, June 19, 2016 for Exhibition opening.

Exhibitors will have early access to the Exhibit Hall on Saturday, June 18, 2016, between 3:00 PM to 5:00 PM. This time is allowed for space and shipment confirmations. **No early setup is allowed.**

SHOW SCHEDULE

Exhibitor Move-in

Sunday	June 19	8:00 AM	-	2:00 PM
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For more information and helpful hints on pre-show procedures and move-in, please visit www.freemanco.com/preshowFAQ

INFORMATION AND REGULATIONS FOR EXHIBITORS

Exhibit Hours

Sunday	June 19	2:00 PM - 6:00 PM
		10:00 PM - 12:00 AM
Monday	June 20	8:00 AM - 12:30 PM
		5:00 PM - 7:00 PM
		10:00 PM - 12:00 AM
Tuesday	June 21	8:00 AM - 12:30 PM
		10:30 PM - 12:00 AM
Wednesday	June 22	10:30 PM - 12:00 AM
Thursday	June 23	8:00 AM - 12:00 PM

Early Exhibitor Access

The Exhibit Hall will open earlier per the following schedule for exhibitors who wish to schedule private demos and/or prep exhibit space:

Monday	June 20	7:00 AM - 8:00 AM
Tuesday	June 21	7:00 AM - 8:00 AM
Thursday	June 23	7:00 AM - 8:00 AM

Exhibitor Move-Out

Thursday	June 23	12:00 PM - 5:00 PM
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The Exhibit Hall will close permanently at 5:00 PM, Thursday, June 23, 2016. For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ

Dismantle and Move-Out Information

All exhibitor materials must be removed from the exhibit facility by Thursday, June 23, 2016 at 5:00 PM.

Electrical & Internet Services

Information on electrical and internet (wireless and wired) service to exhibit booths and demonstration rooms will be available in the exhibitor services manual provided by Freeman. Please note that the electrical and internet services are provided by the Hilton Americas-Houston and the electrical and internet order forms should be faxed to them, per the instruction on the order form.

Shipping, Storage, and Equipment moving

Information on shipping, storage, and equipment moving is available from Freeman, the Official Service Contractor and official provider to the American Guild of Organists for this convention.

There is no free storage available to exhibitors at the Hilton Americas - Houston. Exhibitors needing storage prior to or during the convention should make arrangements with Freeman who will handle all drayage and storage. See the exhibitor package for details.

INFORMATION AND REGULATIONS FOR EXHIBITORS

Exhibitors will be permitted to move their organ and piano equipment into their Exhibit and Demonstration spaces using their own personnel and such activity will be done without any powered machinery, will not require direct assistance from Freeman or Hilton Americas - Houston personnel and will not require the use of any power tools. Any services and/or equipment needed must be ordered in advance through Freeman or The UPS Store. Moving times must be scheduled in advance through Hilton Americas-Houston.

Exhibitors will be permitted to move their own boxes with their own personnel and equipment. If rental of dollies, push-carts, lifts or labor is required, exhibitor must order them in advance from Freeman or The UPS Store and schedule moving times in advance through Freeman. The main entrance of the Hilton Houston – Americas may not be used for the transport of boxes of exhibit materials or other large equipment. Use of the loading dock will require scheduling in advance through Hilton Americas-Houston.

Boxes may be shipped to The UPS Store inside the Hilton Americas – Houston. Please see <http://houston-tx-6235.theupsstorelocal.com/about-our-store> for contact information and additional details and services (including delivery to exhibit hall, equipment rental, box storage and shipping).

Labor Information

Union labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS in the exhibitor services manual provided by Freeman to determine your needs. Exhibitors supervising Freeman labor will be required to pick up and release their labor at the Labor Desk. Refer to the Freeman order form for Display Labor for Straight time and Overtime hours.

Circulars and Solicitation / Care of Equipment

Distribution of circulars and promotional materials are permitted only within the space contracted by the Exhibitor. No firm, organization or other sales representative not assigned space in the exhibit area is permitted to solicit business within the Exhibit area. Nothing shall be pasted on, tacked, nailed screwed or otherwise attached to columns, walls, floors, windows, doors or other parts of the building or furniture. Helium balloons may not be brought into the Exhibit hall.

Security

Security will be provided in cooperation with the Hilton Americas-Houston. 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 controlled operation of exhibits.

Sound

Demonstration rooms are available for those companies intending to demonstrate sound-producing musical instruments. **No audio demonstration of sound producing instruments in the 4th floor ballroom will be permitted. Any sound producing equipment used at an exhibitor's booth in the 4th floor ballroom must be equipped with earphones.** This rule will be enforced. Audio equipment, such

INFORMATION AND REGULATIONS FOR EXHIBITORS

as CD and DVD players, which are a part of the exhibitor's presentation, may be used. In any case, sound levels must be kept to a reasonable minimum as determined by the Exhibits Committee.

Exhibitors will comply with the requests of the Exhibits Committee to limit the volume of sound. We ask that you please be considerate of your fellow exhibitors.

Food

Except for personal consumption, all food and beverage must be provided by Hilton Americas-Houston. Arrangements for special food and beverage requirements in the Exhibits Area and Music Rooms can be made through exhibitor's pre-established Hilton Americas-Houston Room Service account.

Liability Insurance

Hilton Americas – Houston **REQUIRES** the following liability coverage: **\$1,000,000 Occurrence / \$1,000,000 Aggregate.**

If your liability coverage does **NOT** meet this **REQUIREMENT**, liability coverage which meets this requirement can be secured for the duration of the AGO 2016 National Convention for \$85.00 per Exhibitor.

Exhibitors who do not select the \$85.00 option, will be **REQUIRED** to submit **no later than 30 days in advance of move-in**, proof of insurance with the required liability coverage, that will be in effect during the AGO 2016 National Convention.

Neither the AGO (National and/or the Houston Chapter), the Hilton Americas-Houston, Freeman, 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.

Texas License and Tax Information

Exhibitors are responsible for any and all permits required by law or local ordinance. An exhibitor without a Texas business location may need a use tax permit. Call the State of Texas Comptroller of Public Accounts at 800-252-5555 for any forms, rule and regulations. Complete information can be found at <http://www.window.state.tx.us>.

Indemnifying Clause

Exhibitor agrees to protect, save, and keep the American Guild of Organists and any and all of its chapters 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 Americas-Houston and the American Guild of Organists regarding the exhibition premises; and further, exhibitors shall protect, indemnify, save, and keep harmless the

INFORMATION AND REGULATIONS FOR EXHIBITORS

American Guild of Organists and Hilton Americas-Houston 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

Cancellation of reserved booth(s) or demo room(s) by exhibitor(s) must be communicated in writing and delivered via FedEx or the U.S. Postal Service to **Exhibits Committee at AGO 2016 National Convention, 1302 Waugh Drive #392, Houston, TX 77019**. An exhibitor who cancels in writing on or before **March 31, 2016**, will receive a full refund, less a non-refundable \$100.00 service fee. An exhibitor who cancels in writing on or after **April 1 through May 15, 2016**, will receive a 50% refund, less a non-refundable \$100.00 service fee.

An exhibitor who cancels in writing on or after **May 16, 2016**, or an exhibitor who fails to occupy rented exhibit space will receive no refund at all, and forfeits all fees paid. Failure to occupy rented exhibit space does not release the exhibitor from the obligation to pay for the full cost of any and all space rentals. In the event of flood, hurricane, fire, strikes, riots, civil commotion, or other uncontrollable circumstances which would render the exhibit areas unfit or unavailable for use, exhibitors will receive a full refund, less a non-refundable \$100.00 service fee.

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 Texas and the City of Houston, and all action for enforcement, construction, modification, termination, or otherwise shall be filed in courts thereof.