



## **Exhibitor Information & Contract**

Warm greetings from the Valley of the Sun!

The Central Arizona Chapter of the American Guild of Organists is proud to host **Phoenix Rising: Region IX Festival 2009, June 22–25** at the fabulous, world renowned **Arizona Biltmore Resort and Spa**, “The Jewel of the Desert”! This letter is to invite you to be a part of *Phoenix Rising* as an Exhibitor.

We expect over 250 organists, choral directors, educators and others with a serious professional interest in the organ, church music and related areas. As a *Phoenix Rising* Exhibitor, you will enjoy an excellent opportunity of “hands on” interaction with this select audience.

The Exhibit area is in the Conference Center Ballroom of the Arizona Biltmore Resort and Spa, a large, attractive and fully carpeted space adjacent to the bus loading area for concerts and other events. In addition, we have one adjacent room available for a large exhibit, the 560 sq. ft. Rimrock Room. *Phoenix Rising* attendees will have very easy access to all exhibits.

**Brede Exposition Services** will be the service contractor for this event. Eight to ten weeks prior to the event, you will receive an Exhibitor Service Kit containing information on additional services such as furniture rental, drayage, labor rates, floral, cleaning, electrical, telephone, etc.

You may wish to advertise in our *Phoenix Rising Program Book*, which will be sent to our entire regional membership, and provide fliers or other materials for inclusion in the tote bags that will be given to each Festival registrant. For more information, please contact our Program Book Chair, Don Morse, at donmorse@cox.net. Please consider sponsorship of a *Phoenix Rising Reception* in the Exhibit Hall. Information on this opportunity will be included with your packet after receipt of your paid contract.

Each exhibitor receives one complimentary *Phoenix Rising* registration per exhibit. This includes admission to all *Phoenix Rising* concerts and other events. Meals are not included in the booth contract price. However, tickets for the Banquet, Organ Stop Pizza and bus transportation for all activities are available for additional charge.

You will need to make your own housing arrangements at the *Arizona Biltmore Resort* online by logging on to our website, [www.AGOinPhoenix.com](http://www.AGOinPhoenix.com), and click on the “Accommodations” tab. You will notice the Biltmore has given us a very special rate of \$139.00 plus tax per night per room! This special rate is good for three days before and three days after *Phoenix Rising*. Bring your family. This is a great place to mix business and pleasure!

We cordially invite you to contract your exhibit space now. Enclosed you will find information on the *Phoenix Rising* exhibit schedule, lodging, and exhibit contract fees. Space will be assigned in the order of receipt of application and payment in full. For inclusion in the *Phoenix Rising* Program Book Exhibitor List, we must receive your Exhibit Contract and full payment by March 1, 2009.

Additional information is available on the *Phoenix Rising* website at [www.AGOinPhoenix.com](http://www.AGOinPhoenix.com) or contact me directly with any questions you may have. We look forward to having you exhibit with us at **Phoenix Rising: AGO Region IX Festival 2009!** See you at the Biltmore!

With warmest regards,

*Doug*

Douglas Benton, Chair, Exhibits Committee  
[www.AGOinPhoenix.com](http://www.AGOinPhoenix.com)  
[bellmaster@earthlink.com](mailto:bellmaster@earthlink.com)  
Phone: 480-982-3776

## **Phoenix Rising: Region IX Festival 2009, Phoenix, AZ June 22–25**

### **Exhibitor Information at a Glance**

**Exhibit Hall and Lodging** will be in the Conference Center of the beautiful, “Jewel of the Desert”, the **Arizona Biltmore Resort and Spa**, in Phoenix Arizona. Exhibits will be in the Ballroom adjacent to the bus loading area. Lodging will be on your own. The **Arizona Biltmore Resort** has guaranteed us the incredible price of \$139.00/night, which is a tremendous discount off their normal summer rates! This special rate is good for three days before and three days after *Phoenix Rising*. Reserve your room by logging on to our website [www.AGOinPhoenix.com](http://www.AGOinPhoenix.com) and clicking on the Accommodations tab.

#### **Exhibit Booths**

Each single booth will be 10' X 10' with 8' high background pipe and drape and 3' high side draped dividers and includes one 6' draped table, two chairs, one wastebasket, and one 7" X 44" booth identification sign per exhibitor. The entire ballroom is carpeted. **Brede Exposition Services** will be the service contractor for this event. A single booth (10' X 10') rents for \$300, a double booth (10' X 20') rents for \$500, and the Rimrock Room (**no longer available**). For a quote for more than a double booth, email Doug Benton, Exhibits Chair, at [bellmaster@earthlink.com](mailto:bellmaster@earthlink.com) or call 480-982-3776. To secure your booth space and have your company included in the *Phoenix Rising* Program Book Exhibitors List, the total amount **must be received by March 1, 2009**.

Eight to ten weeks prior to the event, you will receive an Exhibitor Service Kit from Brede Exposition Services containing information on additional services such as electrical, telephone, drayage, furniture rental, floral, labor rates, cleaning, etc.

#### **Exhibit Hours**

Monday, 6/22/09: 10:30am–2:00pm (Exhibitor Move-In and Set-Up), 2:00pm–5:30pm, 9:00pm–11:00pm

Tuesday, 6/23/09: 8:00am–9:30am, 12:00pm–2:00pm, 9:30pm–11:00pm

Wednesday, 6/24/09: 3:00pm–7:00pm, 9:30pm–11:00pm

Thursday, 6/25/09: 12:00pm–5:00pm, 9:30pm–11:00pm\*

Friday, 6/26/09: 7:00am–11:00am: Move-Out, drayage representative will be available only on this day

**\* Please note: The Exhibit Hall will be closed at 11:00 PM to exhibitors and registrants and will not open again until 7:00 AM Friday morning for Exhibitor Move-Out. Brede will be onsite Monday and Friday only.**

#### **Contract for Space**

The receipt of the signed Contract Form plus full payment from the exhibitor constitute a binding agreement between the exhibitor and *Phoenix Rising*. Only in the event of fire, strikes, or other uncontrollable circumstances rendering the building unfit or unavailable for use, shall this contract not be considered valid. The completed Contract and payment **must be received by March 1, 2009** for the exhibitor to be included in the *Phoenix Rising* Program Book.

#### **Cancellation**

Cancellations must be made in writing to Doug Benton, Exhibits Chair. If notification is **received on or before April 1, 2009**, all exhibit fees, less service fee of \$50, will be refunded. Failure to occupy exhibit space without prior arrangement does not release the exhibitor from the obligation to pay the full cost of all space contracted services.

### **Liability and Insurance**

The Central Arizona Chapter of the AGO and the Arizona Biltmore Resort are not responsible for the safety of the property of the exhibitors, their agents, or employees, from theft, damage from fire, accident, or other causes. However, reasonable care will be taken to protect exhibitors from such loss. All exhibit areas will be locked during non-exhibit hours. Exhibitors wishing to add personal loss insurance must do so at their own expense.

### **Use of Space Restrictions**

All demonstrations, interviews, or other sales activities must be confined to the limits of the exhibitor's space. Organ builders and other exhibitors wishing to project sound must provide headphones for use by clients. No exhibitor shall assign, sublet, or share the whole or any part of the space allotted without the knowledge and consent of the Exhibits Committee. Displays must not be placed in such a manner as to interfere with traffic or other exhibits.

### **Circulars and Solicitation**

Circulars of advertising matter of any description may be distributed and patronage solicited only within the space assigned to the exhibitor. Only those firms or organizations who have contracted for assigned space in the exhibit area will be permitted to solicit business within this area. If you have fliers, etc. you would like to have inserted into the tote-bags given to each registrant, the cost is \$75.00. The advertising inserts and checks should be sent to **Carol Sailer, Registrar/15223 W. Waterford Street/Surprise, AZ 85374-8584.**

### **Set-up and Break-down**

Exhibit set-up will take place on Monday, June 22, 2009 from 10:30am (after Brede Exposition Services is finished with booth set up) till 2:00pm. Exhibits will open at 2:00pm to *Phoenix Rising* registrants. Break-down will begin at 7:00am on Friday, June 26, 2009, and must be completed by noon. There will be no access to the exhibit space between Thursday, June 25 at 11:00pm and Friday, June 26 at 7:00am. Brede Exposition Services will be on hand during both set-up and break-down to help with drayage questions and other service questions. They will not be available any other time. Freight of any kind that has not been otherwise contracted for disposition, will be moved and warehoused at Brede Exposition Services for standard fees, and will remain until disposition is contracted for and drayage/warehousing fees are paid. It is suggested you plan to not fly out of Phoenix until after 3:00pm to allow time to break-down, label freight, fill out forms, etc. The airport is 30 minutes from the Arizona Biltmore Resort and Spa.

### **Organ Stop Pizza, Banquet, Transportation**

Each exhibit space includes one free *Phoenix Rising* Registration, good for free entrance to all concerts, workshops and receptions, but does not include the banquet, Organ Stop Pizza or bus transportation. Additional Registrations are available for \$210 per additional person. Tickets for Organ Stop Pizza are \$15, Banquet tickets are \$70 and the Transportation package for all off-site events is \$110.

### **For More Information**

See our website, [www.AGOinPhoenix.com](http://www.AGOinPhoenix.com) or contact Doug Benton, Exhibits Chair at 480-982-3776 or email at [bellmaster@earthlink.com](mailto:bellmaster@earthlink.com).

Come share the experience of **Phoenix Rising** with us. Come, **Feel the Heat – Catch the Fire!** It will indeed be the **hottest time you'll ever have!** See you at the Biltmore!

# Phoenix Rising Exhibitor Contract

Exhibitor/Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Business Address \_\_\_\_\_

City, ST, Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Web address \_\_\_\_\_ Email address \_\_\_\_\_

Cost: Single Booth: \$300.00; Double Booth: \$500.00. For other options, please contact Doug Benton, Exhibits Chair, at bellmaster@earthlink.com or 480-982-3776.

\_\_\_\_\_ Single booth (8 X 8) @ \$300.00 Total \_\_\_\_\_

\_\_\_\_\_ Double booth (8 X 16) @ \$500.00 Total \_\_\_\_\_

\_\_\_\_\_ Rimrock Room (560 sq. ft) @ \$800.00 Total (already reserved)

Other:\* \_\_\_\_\_ @ \$\_\_\_\_\_ Total \_\_\_\_\_

\* For other options, contact Doug Benton at bellmaster@earthlink.com or 480-982-3776.

\_\_\_\_\_ Additional Registrations @ \$210.00 each Total \_\_\_\_\_

\_\_\_\_\_ Tickets for Organ Stop Pizza @ \$15.00 each Total \_\_\_\_\_

\_\_\_\_\_ Tickets for the Banquet\* @ \$70.00 each Total \_\_\_\_\_

\*Filet Mignon \_\_\_\_\_ Gourmet Vegetarian \_\_\_\_\_ Pacific Salmon \_\_\_\_\_

\_\_\_\_\_ Transportation Packages @ \$110.00 each Total \_\_\_\_\_

Donation \_\_\_\_\_ Handicap Needs \_\_\_\_\_ **Total** \_\_\_\_\_

Optional for additional cost\*: electric outlet \_\_\_\_\_ telephone line \_\_\_\_\_ internet connection \_\_\_\_\_

\* Information will be included in the Exhibitor Service Kit sent eight to ten weeks prior to *Phoenix Rising*

**AMOUNT INCLUDED WITH CONTRACT \$\_\_\_\_\_ Total due by March 1, 2009**

This contract is made with the following provisions:

1. The exhibitor waives any claim of damages or liability arising on account of the acts or omissions of the convention host, Central Arizona Chapter, AGO.
2. The exhibitor will keep sound at a reasonable level in respect of other exhibitors and the AGO members who are attending the convention.
3. The exhibitor will respect copyright laws.

Questions? E-mail or call Doug Benton, Exhibits Chair at bellmaster@earthlink.com or 480-982-3776.

Send check/money order payable to **CAZAGO Festival 2009** with this completed form to:

**Doug Benton, Exhibits Chair**  
**c/o Gold Canyon United Methodist Church**  
**6640 S. Kings Ranch Road**  
**Gold Canyon, AZ 85218**

*Please make a copy of this contract for your records.*