



# Central Hudson Valley Chapter American Guild of Organists *Region II & III Convention – 2005*

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## Information for Exhibitors

We cordially invite you to display your product / service at the CHVAGO Convention 2005, headquartered at the Grand Hotel, Poughkeepsie. Attractive and well-placed exhibit space has been reserved for exhibitors at what promises to be a most successful musical venue.

The exhibit space will be in a large room on the main floor of the hotel, which adjoins the room where “afterglow” receptions will take place following evening events.

To reduce sound interference between exhibitor’s products, we request that you provide headphones for private listening. No high-volume loudspeakers will be allowed to operate in the exhibit area.

**Exhibit Space:** Each exhibit space (booth) is approximately 10 feet by 10 feet and includes one (1) table (8 feet by 30 inches), with tablecloth and skirt, and two (2) chairs. (Note: Previous versions of this information sheet incorrectly specified a smaller exhibit space.) Additional tables within a single exhibit space are available. Additional exhibit spaces (booths) are also available, as space permits. Exhibit spaces will be assigned on a first-come, first-serve basis.

**Electricity:** Access to electrical outlets is available at no additional charge. Exhibitors must provide their own heavy duty extension cords and be prepared to tape them down for safety.

**Signs/Displays:** Exhibitors are to bring their own signs, display stands, or other accessories. All signs, posters, artwork, etc., must be freestanding; nothing may be affixed to the hotel walls.

**Set-Up/Teardown:** Exhibits may be moved into the hotel as early as 8:00 AM, Tuesday, June 21, 2005. Exhibits close at 1:30 PM on Friday, June 24, 2005. Materials must be removed from the exhibit room by 2:00 PM.

**Exhibit Hours:** Exhibit hours are designed to be compatible with Convention events. They are not to be open during the Convocation, all recitals, and the regional business meetings. (Note that exhibit scheduling is based on convention program scheduling and is therefore subject to change without notice.) Specific periods set aside for viewing exhibits are as follows:

Tuesday, June 21:

2:00 – 6:30 PM  
10:30 PM – Midnight

Wednesday, June 22:

8:00 – 9:30 AM  
1:00 – 2:00 PM  
10:15 PM – Midnight

Thursday, June 23:

8:00 – 9:30 AM  
5:00 PM – Midnight

Friday, June 24, 2005:

8:00 – 9:30 AM  
12:00 Noon – 1:30 PM

**Shipping:** Those wishing to ship display materials directly to the hotel should contact the Exhibits Co-Chairs as indicated below.

**Registration:** Exhibitors will receive one (1) complimentary convention registration per exhibit space. Extra registrations may be obtained at the regular convention rates (full price registration \$295). Full registration includes free admission to all recitals and other convention events. Special exhibitor badges will be provided on request for non-registered exhibitor staff members, for admittance to the exhibit area only. Exhibitors may purchase extra tickets to all convention events, including the banquet, at the registration desk. Registration forms will be sent to you on receipt of your application deposit.

**Housing:** Rooms at the Grand Hotel in Poughkeepsie can be reserved, before June 1, 2005, at the special convention rate of \$119, single or double occupancy. This rate includes parking at the hotel and daily breakfast. It is strongly suggested that exhibitors register well in advance. If the reserved block of rooms at the Grand Hotel is filled, you may be referred to other hotels which are not within walking distance of many convention venues, and where rates cannot be guaranteed. For reservations, please call 1-800-216-1034; or make a reservation online at [reservations@pokgrand.com](mailto:reservations@pokgrand.com). Be sure to inform the Grand Hotel that you will be attending the 2005 AGO Region II & III Convention.

**Exhibit Fees:**

- Exhibit space of approximately 10 feet x 10 feet, including one (1) table (8 feet by 30 inches), with tablecloth and skirt, and two (2) chairs: \$300
- Additional exhibit space, if available: \$200
- Additional table within an individual exhibit space, each: \$100

**Payment:** You may reserve your space by sending a deposit, in the amount of 25% of your total exhibit fees, to the Exhibit Co-Chairs at the addresses below, before January 31, 2005. The remainder is due by April 15, 2005.

**Additional Promotional Opportunities:** If you would like information about advertising in the convention program book, please visit our web site at <http://www.chvago.org/2005/> In addition, we offer you the opportunity to sponsor a convention event, such as one of the "Afterglow" receptions, or to underwrite one of the performances. Sponsors will be conspicuously identified both at the sponsored event and in the convention program book. For information about sponsorship, please contact of the Co-Chairs listed below.

**Checks:** Please make checks payable to: **CHVAGO Convention 2005.**

**Application Form:** Please complete the attached form and send it, along with your 25% deposit, to either of the following:

Susan Guse  
53 Marges Way  
Hopewell Junction, NY 12533  
845-452-1550 or 845-227-7696  
[sguse@frontiernet.net](mailto:sguse@frontiernet.net)

Charles Faverio  
PO Box 470  
Poughkeepsie, NY 12602  
845-897-5844 or 845-431-8740

**Questions:** If you have any questions, please do not hesitate to contact either Susan or Charles at the address or phone number listed above.

# Exhibitor Application Form

**Application Deadline: January 31, 2005**

Company Name

Mailing Address

City, State, Zip

Telephone

Fax

E-mail Address and/or Web Site

Contact Person

Mailing Address (if different)

City, State, Zip

Telephone

Fax

Individual e-mail address

## Services Requested:

_____ Exhibit space (10 feet x 10 feet) including one (1) table (8 feet x 30 inches) with tablecloth and skirt, plus two chairs @ \$300 per space	\$ _____
_____ Additional exhibit space @ \$200 per space (if available)	\$ _____
_____ Extra table within individual exhibit space, as above, @ \$100 per table	\$ _____
Total Fees	\$ _____
25% Deposit Enclosed	\$ _____
Balance Due by April 15, 2005	\$ _____

Please make checks payable to: **CHVAGO Convention 2005**

Signature

Date

Print or type name

Title