



THE NEW YORK FLUTE CLUB, INC.

PARK WEST FINANCE STATION • BOX 20613 • NEW YORK, NY 10025-1515

December 15, 2018

Dear New York Flute Club Corporate Sponsor and Flute Fair Exhibitor,

Please sign the Contract on page 4 and return by January 10, 2019 to:

Fred Marcusa
Corporate Sponsor Liaison
The New York Flute Club, Inc.
1130 Park Avenue, Apt. 42
New York, NY 10128

THE NEW YORK FLUTE CLUB, INC.

FLUTE FAIR 2019

Sunday, March 17, 2019

Columbia University Faculty House

64 Morningside Drive

(400 West 116th Street)

New York City

EXHIBITOR INFORMATION & REGULATIONS

Location: The exhibits will be housed on the second floor of the Columbia University Faculty House, 64 Morningside Drive (400 West 116th Street). Directions are in an additional attachment to the email containing this letter. Also, please see Faculty House Directions, attached to the cover letter to which is attached.

Time: The exhibits will be open from **9:00AM to 5:30PM.**

Setup will begin at 8:00AM.

Setup: NYFC volunteers will be available on site to help you in locating your table.

Deliveries of exhibit materials may be made at the front door of 64 Morningside Drive or the load-in entrance at 400 West 116th Street. Enclosed is also a list of nearby garages for parking.

Tables: Each table measures 6 feet long by 30 inches wide by 30 inches tall. Each table will have 2 chairs.

Electricity: If you require electricity please let me know as soon as possible. Please bring your own extension cords.

Parking: Parking is available on the street and in nearby garages. See list in an additional attachment to the email containing this letter.

Lunch: There are several delis located in the Columbia University neighborhood, and many other options nearby. We will try to assist you in ordering lunches if you cannot leave your table.

Security: The building provides basic security for the event. However, exhibitors are reminded that they must maintain their own liability, loss, and other insurance (see below).

Refunds: If for any reason the Flute Fair is cancelled, the liability of the New York Flute Club shall be limited to a full refund of all table rental and extra badge fees.

Shipping: The Columbia University Faculty House cannot accept advance shipments.

Sales Taxes and Licensing: Exhibitors are permitted to sell and take orders on the exhibit floor. Each exhibitor is responsible for meeting legal requirements regarding payment of sales tax.

Liability and Insurance:

Each exhibitor assumes entire responsibility for, and hereby agrees to protect, defend, indemnify and save the New York Flute Club, Inc. and the Columbia University Faculty House, and their officers, employees, directors, and agents, harmless against all claims, losses, or damages to person or property, governmental charges or fines and attorney fees, arising out of or caused by the exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or any part thereof, excluding only such liability caused by the sole negligence of the New York Flute Club and/or the Columbia University Faculty House.

Exhibitor acknowledges that the New York Flute Club, Inc., and the Columbia University Faculty House do not maintain insurance covering exhibitors' property, and that it is the sole responsibility of the exhibitor to obtain business interruption, property damage or loss insurance covering any losses by the exhibitor, arising from any cause whatsoever, either prior to, during, or subsequent to the Fair.

GENERAL REGULATIONS

Exhibitors will not be permitted to set up their displays at Flute Fair unless all fees have been paid in full.

Each booth must be staffed at all times during the published exhibit hours. All exhibitors are required to keep their exhibits open until the final closing hour. Each exhibitor agrees to set up and dismantle according to the published schedule.

There will be no smoking anywhere in the building.

All exhibits must conform to the marked table space and must be arranged so as not to obstruct the view of or interfere with other exhibits. Exits, fire stations and fire extinguisher equipment must not be obstructed.

All demonstrations or other sales activities must be confined to the limits of the exhibit table.

No exhibitor shall reassign, sublet, or share his space without the written consent of the New York Flute Club, Inc.

No exhibitor is permitted to show goods other than those manufactured or distributed by his firm in the regular course of business. Retailers should be able to produce evidence of permission to use or advertise trademarks or trade names of products offered for sale or on display.

No individual, firm, or organization not assigned exhibit space will be permitted to solicit business within the exhibit area or elsewhere in the building, and no commercial company shall advertise on bulletin boards outside the exhibit area.

Exhibitors may not distribute or sell shopping bags, containers, or any other items which may be used for covering up theft.

At the sole discretion of the Exhibits Chair and/or any member of the board of directors of the New York Flute Club, Inc., an exhibitor may be restrained from any action which such Chair or member considers objectionable and detracts from the quality and integrity of the exhibits or the New York Flute Club, Inc. An exhibitor who fails to rectify an objectionable situation immediately may be expelled and the exhibit privileges canceled at once without refund.

Amplified instruments will not be permitted in the exhibit area unless used in soundproof booths or with headphones. Exhibitors are asked to exercise courtesy in regulating noise levels in the exhibit area.

These rules and regulations become part of the contract between the exhibitor and the New York Flute Club, Inc. any point not specifically covered is subject to the decision of the Exhibits Chair with appeal to the board of directors of the New York Flute Club, whose decision shall be final.



THE NEW YORK FLUTE CLUB, INC.

PARK WEST FINANCE STATION • BOX 20613 • NEW YORK, NY 10025-1515

**Flute Fair Exhibitor Agreement
Flute Fair 2019**

Company:

Number of tables:

Badge #1 name:

Badge #2 name:

Additional badge names (\$25 each):

AGREEMENT: By signing and returning this Agreement Exhibitor acknowledges that he/she, as legal representative of the exhibitor here mentioned has read, understands, and agrees to accept and abide by all the conditions and regulations in the document entitled EXHIBITOR INFORMATION & REGULATIONS for The New York Flute Club Flute Fair 2019, March 17th, 2019.

Signed, _____

Print name: _____

Title: _____