

Information and Regulations for Exhibitors
The 49th International Horn Symposium
Federal University of Rio Grande do Norte
Natal, Brazil
June 26-30, 2016

Rules and Fees for Display Space

Display space is available through the purchase of a 6-foot table space:

Sound exhibitors:

First Table:	\$400 US, includes two exhibitor badges
Each additional table:	\$50 US
After March 1, 2016:	\$450 registration, including two exhibitor badges

Non-Sound Exhibitors:

First Table:	\$350, includes two exhibitor badges
Each additional table:	\$40
After March 1, 2016:	\$400, includes two exhibitor badges

DEADLINE TO REGISTER AS AN EXHIBITOR, MAY 19

1. All exhibitors must purchase tables to sell or display items at the Symposium. Fees will not be reduced for an exhibitor who provides his/her own table(s), does not need table space, or does not participate for the duration of the symposium. Any additional space used by an exhibitor (e.g., displays, racks, tables brought by exhibitor), will be charged an additional fee and may not be permitted due to lack of space. If you have any questions, please contact the exhibits coordinator. Exhibitors bringing their own tables for additional display space will be charged \$300 for each table brought to the exhibit.
2. Each exhibitor receives two badges with the purchase of one table and one additional badge with the purchase of additional tables. Exhibitors must purchase additional badges for members of their company to participate in the symposium. A maximum of three total badges is permitted for each company, regardless of how many tables purchased.
3. Each business must register individually to be represented at the horn symposium. If your business is selling items for another company that will have representatives of its own at the symposium, you are required to register each company as an exhibitor. Failure to do so will mean that the non-registered company will not receive recognition online, in the program book or during the symposium as being a participating exhibitor.
4. Exhibitors may also purchase INFORMATION ONLY SPACE. Exhibitors can have information about their company and products by sending materials (brochures, flyers, samples) that will be prominently displayed and replenished throughout the symposium.

Information-only exhibits: \$200

Information-only space does not include a badge for exhibitors, or entrance into the symposium. Companies purchasing information-only space must ship items to the address given below, before April 28, 2017. Items displayed will be arranged by the exhibits coordinator. An additional fee will be charged for those companies wishing to have any left-over items returned.

Assignment of Display Space

EXHIBIT SPACE IS ASSIGNED BY THE EXHIBITS COORDINATOR BY DATE OF REGISTRATION. All table coverings and display items are to be provided by the exhibitor. Information regarding Internet access and electrical outlet access is available from the IHS Symposium Exhibitors Coordinator after registration closes.

Exhibit Schedule (updated 2/14/2016)

Monday:	June 26: Load In: 9 AM to 1PM, Exhibits open from 1-5 PM
Tuesday :	June 27: 9AM to 12 PM, 1 PM to 5 PM
Wednesday	June 28: 9AM to 12 PM, 1 PM to 5 PM
Thursday	June 29: 9AM to 12 PM, 1 PM to 5 PM
Friday	June 30: 9AM to 12 PM, 1 PM to 5 PM (Exhibitors will move after close of exhibits)

Set-up

Exhibits will open at 1PM on MONDAY, June 26 and exhibitors are encouraged to give an approximate time of arrival so that staff will be able to assist in unloading of items. Exhibit space will not be available until 9 AM Monday, June 26th.

Room Access

For the safety of all exhibitors and their property at the symposium: rooms will only be opened at the assigned times. Neither the Exhibits Coordinator nor exhibitors will have access to rooms at any other time. **Please plan carefully.**

Advertising

The Symposium Exhibits Coordinator will be handling all advertising for the annual Symposium. Information is available by contacting the exhibits coordinator.

Storage and Care of Building and Equipment

No items shall be posted, tacked, nailed, screwed, or otherwise attached to any part of the walls, floor, or any other part of the building or furniture. This, or any other act, which interferes with the proper protection of these properties, shall be at the expense of the exhibitor.

Liability and Insurance

The 49th International Horn Symposium, IHS, UFRN, or any staff members will not be responsible for the safety of the property of the exhibitor from theft, damage by fire, accident, or other causes, but will use reasonable care to protect the exhibitors from such loss and will secure the building during those periods when the exhibit areas are not open to the public.

No responsibility is assumed for goods delivered to the exhibit area prior to the conference or materials in the exhibit area after the close of the exhibits. Exhibitors must provide their own insurance.

Shipping

All items shipped to Natal should be addressed to:

Radegundis Tavares
Rua Jacarandá, 227, Casa 30
CEP (Postal Code) – 59152-210
Nova Parnamirim, RN - Brazil

To be sure your material will arrive in time, we recommend you to ship your material as soon as possible. Packages will be accepted from January 5th. Items arriving before the symposium will be securely stored.

Tear-down

Exhibitors may dismantle at 5:00 PM on Friday, June 30. Only items prepaid for shipping and with a pick-up time for Monday, July 3rd will be permitted to remain at EMUFRN after the close of exhibits. Neither the Exhibits Coordinator, Federal University of Rio Grande do Norte, or IHS can make for or in behalf of any exhibitor any payments to carriers. If a carrier does not accept any box, the shipper will be notified and the box held for no more than one week. After that it will be disposed of, with no recourse to the Exhibits Coordinator, the host or IHS. Any remaining items will be discarded.

Exhibitors must pick up any left over trash, packaging materials, or unwanted items and dispose of them properly. Please leave your space as you found it. Failure to do so will result in cleaning charges billed by the exhibits coordinator.

Travel Directions, Housing, and Meals

Please refer to the 49th International Horn Symposium website for complete and current information:
<https://ihs2017natal.wordpress.com/>

Regulations and Contract

This general information and regulations for exhibitors become a part of the contract between the exhibitor and the 49th International Horn Symposium. *They have been formulated for the best interest of the exhibitor.* We respectfully request full cooperation of the exhibitor in their observance. All points not covered herein are subject to the decision of the Horn Symposium Host and the International Horn Society.

For further information contact:

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