



**THE NATIONAL FLUTE ASSOCIATION  
46<sup>th</sup> ANNUAL CONVENTION | ORLANDO, FL  
HYATT REGENCY ORLANDO | AUGUST 9-12, 2018**

**EXHIBIT CONTRACT**

**STEP 1 - EXHIBITOR INFORMATION** Print your company name and address information exactly as it should appear in the convention program book and online.

Name of Company \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_ Web Address \_\_\_\_\_

Contact name to appear in Convention Program Book and NFA Membership Directory \_\_\_\_\_

**BOOTH SPACE**

Booth Price (per 10'x10' booth): \$840 on or before March 31, 2018 - \$890 after March 31, 2018

Please reserve \_\_\_\_\_ exhibit booths at \$ \_\_\_\_\_ per booth \$ \_\_\_\_\_

\_\_\_\_\_ End Cap + \$200 (2 or more booths at end of row) \$ \_\_\_\_\_

\_\_\_\_\_ Island + \$400 (4 or more booths standing alone) \$ \_\_\_\_\_

**Request Booth #(s):** 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

**TABLETOP DISPLAY**

\_\_\_\_\_ Please reserve one Tabletop Display: \$400 on or before March 31, 2018 - \$450 after March 31, 2018 \$ \_\_\_\_\_  
(Only one Tabletop Display per Commercial Member. May not be purchased in addition to 10'x10' booth space)

Additional Badges \$275 each \_\_\_\_\_ (Qty) \$ \_\_\_\_\_

Badges (Exhibitors receive a certain number of convention badges for each booth purchased. See Exhibitor Information, Rules & Regulations for complete details)

SUB-TOTAL Booth Cost \$ \_\_\_\_\_

**COMMERCIAL MEMBERSHIP**

	<b>Regular</b>	<b>Electronic</b>	
Within USA	\$155	\$125	\$ _____
Outside USA**	\$180	\$125	\$ _____

\*\* includes International mailing fee

SUB-TOTAL Membership \$ \_\_\_\_\_

**AGREEMENT:** By signing and returning this EXHIBIT CONTRACT, exhibitor acknowledges that he/she, as legal representative of the company named above, has read, understands, and agrees to accept and abide by all the conditions and regulations in the documents entitled EXHIBITOR INFORMATION, RULES & REGULATIONS for this convention.

Signature of legal representative \_\_\_\_\_ Date \_\_\_\_\_

Printed name of legal representative & position \_\_\_\_\_

**PRODUCT/SERVICE DESCRIPTION**

Provide a product/service description of 25 words or less for inclusion in the convention program. The NFA reserves the right to edit copy.

**PAYMENT INFORMATION**

\_\_\_\_\_ Enclosed is check # \_\_\_\_\_ payable to National Flute Association

\_\_\_\_\_ Charge to the following:

- VISA
- MASTERCARD
- DISCOVER

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Security Code \_\_\_\_\_  
(Please PRINT name as it appears on the card)

SUB-TOTAL BOOTH COST \$ \_\_\_\_\_

SUB-TOTAL MEMBERSHIP \$ \_\_\_\_\_

SUB-TOTAL OTHER EVENTS (PAGE 2) \$ \_\_\_\_\_

**TOTAL AMOUNT DUE** \$ \_\_\_\_\_

**Full payment is required at the time exhibit contract is received**

**CANCELLATION POLICY:** Cancellations must be received in writing (or email to [kmayo@nfaonline.org](mailto:kmayo@nfaonline.org)). Refunds of fees for booths, exhibitor showcase, and additional registration badges will be made according to this schedule:

- 100% if request is received on or before June 1, 2018
- 50% if request received June 2, 2018 through June 30, 2018
- No refunds will be made if the request is received after June 30, 2018

**NFA membership dues are not refundable.**



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**OTHER EVENTS**

**Gala Awards Dinner**

**Saturday August 11, 5:45 p.m.**

Honoring 2018 Lifetime Achievement Award Recipients Andrés Adorján and Eva Kingma and Distinguished Service Award Recipient George Pope

Pre-dinner cocktail reception (cash bar) will be held 5:00 – 5:30 p.m. and will be open to all convention attendees

Dinner @ \$125 per person (\$40 tax-deductible) \_\_\_\_\_ (Qty) \$ \_\_\_\_\_

Table of 10 @ \$1,100 \$ (\$325 tax deductible) \_\_\_\_\_ (Qty) \$ \_\_\_\_\_

Dietary Requests:  Vegan  Vegetarian  Gluten Free  Other \_\_\_\_\_

Please list name(s) of Dinner attendee(s) (Use separate sheet if necessary):

\_\_\_\_\_

\_\_\_\_\_

**Flute Lovers' Lunch**

**Friday August 10, 11:30 a.m. – 1:00 p.m.**

Guest Speaker: Valerie Coleman

Luncheon @ \$50 per person \_\_\_\_\_ (Qty) \$ \_\_\_\_\_

Dietary Requests:  Vegan  Vegetarian  Gluten Free  Other \_\_\_\_\_

Please list name(s) of Lunch attendee(s) (Use separate sheet if necessary):

\_\_\_\_\_

\_\_\_\_\_

**Food for the Day's Journey (formerly the Teachers' Breakfast)**

**Saturday August 11, 8:00 – 9:00 a.m.**

Guest Speaker: Jeanne Baxtresser

Breakfast @ \$40 per person \_\_\_\_\_ (Qty) \$ \_\_\_\_\_

Dietary Requests:  Vegan  Vegetarian  Gluten Free  Other \_\_\_\_\_

Please list name(s) of Breakfast attendee(s) (Use separate sheet if necessary):

\_\_\_\_\_

\_\_\_\_\_

**Endowment Contribution**

Contributions are tax deductible to the extent provided by law. Contributors are recognized on the NFA website and in the convention program book.

Please apply my donation to: \_\_\_\_\_ General Operating Account  
 \_\_\_\_\_ General Endowment Fund (Haynes Challenge)  
 \_\_\_\_\_ Frances Blaisdell Fund  
 \_\_\_\_\_ David Hart Fund  
 \_\_\_\_\_ Myrna Brown Fund

This donation is:  
 in honor of \_\_\_\_\_  
 in memory of \_\_\_\_\_

If you would like the NFA to send a notification of this gift, please provide the name, e-mail, and address.

**Levels of Giving**

Partner: \$10,000 to \$19,999  
 Advocate: \$2,500 to \$4,999  
 Patron: \$1,000 to \$2,499  
 Contributor: \$500 to \$999  
 Supporter: \$250 to \$499  
 Donor: \$100 to \$249  
 Friend: \$1 to \$99

\_\_\_\_\_

\_\_\_\_\_

Total Endowment Contribution \$ \_\_\_\_\_

SUB-TOTAL OTHER EVENTS \$ \_\_\_\_\_  
 (carry total to page one)

Submit completed form and payment to:  
 National Flute Association  
 Attn: Convention Registration  
 70 East Lake Street, Suite 200  
 Chicago, IL 60601  
 Phone: (312) 332-6682 | Fax (312) 332-6684  
 kmayo@nfaonline.org | www.nfaonline.org