

**National Flute Association
2010 Anaheim Convention
AGREEMENT TO PERFORM AND PRESENT**

READ CAREFULLY AND FOLLOW ALL STATED DEADLINES
PLEASE RETURN THIS FORM WITH ALL INFORMATION COMPLETED AND YOUR
SIGNATURE POSTMARKED BY
March 15, 2010

PLEASE TYPE OR PRINT:

Name: _____

Street Address _____

City _____ State _____ Zip _____ Country _____

Home Phone: _____ Home Fax: _____

Summer Phone: _____

Work Phone: _____ Work Fax: _____

Email Address: _____

General conditions:

1. I agree to present/perform at the 2010 NFA convention in Anaheim, CA (performance times and days to be determined by NFA Program Chair). I understand that I will present/perform at my own expense and am responsible for all arrangements (e.g. artistic, travel, hotel, financial) for myself and for my personnel, unless otherwise noted.
2. I understand that this written agreement supersedes any verbal agreements made by me with any representative of The National Flute Association.
3. I understand that flutist presenters/performers must be active NFA members. NFA Membership Dues for 2010-2011 membership year **must be paid upon mailing of this agreement**. Due may be paid via the NFA website. All flutist convention participants are required to register for the convention by paying their convention fees. Convention pre-registration fees deadline is July 1, 2010. **Performers who fail to meet these deadlines may have their event canceled.**
4. No flutist will receive a fee for services in accordance with NFA policy.
5. As required by the Internal Revenue Service, applicable taxes will be withheld for any non-flutist performer who does not have a U.S. Social Security number.

6. If these forms are not received by the deadline (March 1st) I understand that I will be financially responsible for my own equipment and my bio will not be included in the program.

Additional information and agreement addenda:

- Please submit the following online forms: “Program,” “Equipment,” and “Biography” available at www.nfaonline.org/pfforms
- Remember to submit a “Biography” form for each assisting musician, including name, email address, phone numbers, and biography.
- The accompanist policy states that any soloist who sends a proposal that is accepted for performance is responsible for providing his/her own personnel. If you wish to use one of the NFA accompanists, please contact the Program Chair for a list of official staff and freelance keyboard artists at your expense.
- The registration fee for non-flutist members of your ensemble/event is waived.
- Please submit all program information by e-mail to appropriate coordinator as listed on each form. The forms for this information are available via the NFA web site at www.nfaonline.org under the convention tab.

Print, sign and send this mandatory agreement and the “Promotion Policy for NFA Conventions” (following) postmarked by **March 15, 2010** to:

Cynthia Ellis, 2010 NFA Program Chair

c/o California State University, Fullerton

Department of Music

P.O. Box 6850

Fullerton, CA 92834-6850

2010anaheim@gmail.com

Signature

Date

Name (please print)

Promotion Policy for National Flute Association Conventions

January, 2010

The purpose of this policy is to maintain the NFA's artistic integrity and to protect the interests of its commercial members and corporate sponsors.

During the convention, NFA Policy strictly prohibits the following outside the exhibit hall:

- Free advertising,
- ^aAcknowledgment of sponsors other than official recognition of NFA sponsors and paid NFA Showcases,
- Demonstrations of products,
- Distribution of product samples,
- Sales of any kind, and
- Other promotion of or reference to any products or services.

The ONLY exceptions to this policy are:

- Exhibitors' business transactions with individual customers outside of exhibit hall hours are permitted, as per the exhibitor rules and regulations.
- Recognition of official NFA convention sponsors, arranged exclusively by the NFA staff.
- Showcase events, which commercial members purchase explicitly to demonstrate, endorse or otherwise actively promote products or services.
- Active members may place fliers or post notes on boards provided near exhibits hall.

This policy is not subject to appeal or further exception and will be in force until revised or rescinded by the NFA Board of Directors.

All Performers, Presenters and Exhibiting Commercial members are required to sign and return this statement to ensure widespread understanding of and compliance with the Policy.

The NFA wants to assist you by providing information about your materials appropriately. **Examples of the ways the NFA encourages you to promote your work (including directing attention to your products in the Exhibit Hall):**

- Presenters and performers are invited to bring to their event one announcement or advertisement of 11 inches (width) by 17 inches (height) to be placed on a placard supplied by the NFA and displayed outside the main door to their event. This could alert attendees to the location of merchandise for sale in the exhibit hall and can be of any design containing any information as the presenter/performer wishes.
- Sales take place in the Exhibits Hall. Performers and Presenters are encouraged to make arrangements with Exhibitors to display their products. A comprehensive list of exhibitors is posted on the NFA website beginning in May, three months prior to the convention, to facilitate this.
- Information about services/events may be posted on supplied noticeboards near Registration by Active members (not by Exhibitors).
- Fliers concerning Active Members (not Exhibitors) maybe left at the assigned table(s) near Registration.

- Exhibitors can advertise directly by mail in advance of the convention by purchasing the mailing list of NFA members, available to all NFA members at a reduced cost. (Please see <http://www.nfaonline.org/resAdvertising.asp> and please contact Madeline Neumann, convention manager at nfaconvention@aol.com for further information).
- Advertising in the convention program may be purchased by contacting Steve DiLauro at sdilauro@larichadv.com.
- Commercial members may purchase an official Showcase Event by contacting Madeline Neumann.
- Official NFA sponsorship provides for authorized promotion by the sponsor at the sponsored event(s) (please contact Phyllis Pemberton to enquire about official NFA event sponsorship).

Other notes:

- Individuals (not Exhibitors) are welcome to sell privately and advertise items on the provided “for sale” notice boards at Registration.

Showcases excepted, examples of what performers/presenters/exhibitors are NOT allowed to do include, but are not limited to, the following:

- Make comments of endorsement or promotion from the stage.
- Acknowledge any sponsor, manufacturer, or artist representative in any presentation materials aside from the one 11 x 17 advertisement/announcement noted above.
- Post or display or distribute materials regarding your product anywhere in the convention facility aside from the exhibit hall and, for individuals, the notice boards provided for that purpose near Registration and the one 11 x 17 advertisement/announcement noted above.
- Sell merchandise at any event (other than a NFA Showcase) or anywhere in the convention facility outside of the exhibit hall.

Warning: Violators may be prevented from future convention participation. *The policy is stringent and infractions, even if not previously incurring penalties, are in direct violation of your signed contract with the National Flute Association, Inc.*

Penalties, as determined by the NFA Board of Directors, may include being barred from performance, presentation or exhibiting at future NFA conventions for a specified number of years.

Performers and Presenters are required to return one copy of this statement, signed and dated, with their contract to the Program Chair. Your performance/presentation will not be considered confirmed until the Program Chair receives this document.

Commercial Members are required to return one copy with their application for exhibit space to NFA office. An exhibitor’s booth reservation will not be considered confirmed until this document is received by NFA office.

I understand the agreement above, and agree to comply with the regulations as stated above.

Signature

Date