



SEA
2022

**EXHIBITORS
GUIDE**

THE WELL- TEMPERED FUTURE

**AMERICAN GUILD OF ORGANISTS
NATIONAL CONVENTION**

Seattle, Washington

July 3-7, 2022



APPLICATION/CONTRACT FOR EXHIBIT SPACE

Applications/contracts for exhibit space will be made online only at **www.agoseattle2022.com**. Choose “registration” tab, then “Click Here for registration”, then follow the links.

PAYMENT

Payment must be made online in United States currency using credit card (American Express, MasterCard, VISA, Discover).

An Exhibitor Contract will be deemed complete only when an authorized agent of the company submits a single application, payment in full via credit card is made and processed, and AGO 2022 National Convention expressly accepts the application via formal confirmation.

EXHIBIT BOOTHS

Exhibit booths will be provisionally assigned on a first-come, first-served basis upon receipt of online order and electronic payment. No booth will be assigned without a completed exhibitor contract form and completed electronic payment. 80 booths will be available at launch. Each 8' X 10' booth receives 8' draped high back wall, 3' draped high side rails, one (1) 6' draped table, two (2) contour chairs, one (1) wastebasket, and a 7" X 44" ID sign.

The exhibit area is carpeted. By order of the Fire Marshal, NOTHING MAY BE ATTACHED TO THIS DRAPE. PLEASE NOTE: THERE ARE NO SUBSTITUTIONS ALLOWED.

A limited number of premium booths are available for an additional charge. Premium booths in the Exhibit Hall are booth numbers 103, 104, 105, 106, 107, 108, 202, 204, 206, 203, 205, 207, 302, 304, 306, 303, 305, 307, 402, 404, 406, 403, 405, 407, 502, 504, 506, 503, 602, 603, 702.

REGULAR BOOTH FEE SCHEDULE

Single regular booth \$900
Each additional regular booth \$800

PREMIUM BOOTH FEE SCHEDULE

Single premium booth \$1,000
Each additional premium booth \$900
Each additional regular booth \$800



DEMONSTRATION ROOMS

The individual demonstration rooms will be workshop rooms in which the demo organ will be used for the workshop. If you are interested in one of your organs being used in this capacity, please contact the Exhibits Chair. The workshops will be running on Tuesday through Thursday mornings, July 5-7. This means those organs are not available to demo until those afternoons and evenings. They will be available to demo all day Sunday and Monday, July 3 and 4. Room assignments, based on applicant's choice preference, will be made in the order the online application and payment are received. Assignment of all space is the sole responsibility of the Exhibits Committee for the AGO 2022 National Convention.

DEMONSTRATION ROOMS FEE SCHEDULE

301 Ashnola (1,360 Sq.Ft.) \$2,500.00

302 Beckler (1,746 Sq.Ft.) \$2,500.00

305 Chelais (1,247 Sq.Ft.) \$2,500.00

303 Bogachiel (737 Sq.Ft.) \$2,000.00

304 Calawah (742 Sq.Ft.) \$2,000.00

306 Duwamish (843 Sq.Ft.) \$2,000.00

307 Methow (906 Sq.Ft.) \$2,000.00

308 Quilcene (600 Sq.Ft.) \$1,750.00

COMPLIMENTARY REGISTRATION

Each exhibitor renting a booth, or booths, with receive ONE (1) complimentary registration per rented booth. Each exhibitor renting a demonstration room will receive TWO (2) complimentary registrations per exhibitor. This is done within the booth registration process, or later using the link in your confirmation email.

NOTE: Renting of a booth does NOT register the person or individual for the convention. Registration of individuals must be accomplished through **www.agoseattle2022.com** beginning **December 1, 2021**.

SET-UP

Exhibitors will have access to set up their exhibit booth spaces and demonstration rooms on July 2, 2022 from 12 noon until 6pm and on July 3, 2022 from 8am until 12 noon. All exhibitor setups must be completed by July 3, 2022 at 12 noon as exhibits will open at that time.

ELECTRICAL & INTERNET SERVICES

Information about electrical and Internet service (wireless and wired) to exhibit booths and demonstration rooms will be available in the exhibitor services manual provided by Global Experience Specialists (GES), the Official Exhibits Service Contractor. Please note that the electrical and internet services are provided by Hyatt Regency – Seattle and the electrical and Internet order forms should be sent to them, per the instruction on the order form.

SHOW SCHEDULE

SATURDAY JULY 2, 2022

GES move-in	6:00 AM – 12 Noon
Exhibitor move-in:	12 Noon – 6:00 pm

SUNDAY, JULY 3, 2022

Exhibitor move-in	8:00 AM – 12 Noon
Exhibits open	12:00 Noon – 5:00 pm

MONDAY JULY 4, 2022

Exhibits open	8:00 am – Noon
Exhibits open	4:00 pm – 7:00 pm
Exhibits / Cash bar open	9:00 pm– 11:59 pm

TUESDAY JULY 5, 2022

Exhibits open	8:00 am – 10:00 am
Exhibits open	4:30 pm – 7:00 pm
Exhibits / Cash bar open	10:00 pm – 11:59 pm

WEDNESDAY JULY 6, 2022

Exhibits open	8:00 am – Noon
Exhibits open	4:30 pm – 7:00 pm
Exhibits / Cash bar open	10:00 pm – 11:59 pm

THURSDAY JULY 7, 2022

Exhibits open (last call)	8:00 am – Noon
Exhibitor move-out	Noon – 6:00 pm

FRIDAY JULY 8, 2022

Exhibitor move-out	8:00 am – Noon
GES move-out	Clear by midnight



Hyatt Regency Seattle
Columbia Ballroom
Level 3
 (see map page 7)



SHIPPING, STORAGE, AND EQUIPMENT MOVING

Information about shipping, storage, and equipment moving is available from GES, the Official Exhibits Service Contractor and official provider to the American Guild of Organists for this convention. Boxes may be shipped to:

GES
American Guild of Organists National Convention
Exhibiting Company Name
Booth #
c/o GES
4060 Lind Avenue SW
Renton, WA 98057
United States of America

There is no free storage available to exhibitors at the Hyatt Regency – Seattle. Exhibitors needing storage prior to or during the convention should make arrangements with GES, who will handle all drayage and storage. See the exhibitor package for details.

Exhibitors will be permitted to move their organ and piano equipment into their Exhibit and Demonstration spaces using their own personnel and such activity will be done without any powered machinery, will not require direct assistance from GES or Hyatt Regency – Seattle personnel, and will not require the use of any power tools. Any services and/or equipment needed must be ordered in advance through GES. Moving times must be scheduled in advance through Hyatt Regency – Seattle. Exhibitors will be permitted to move their own boxes with their own personnel and equipment. If labor is required, exhibitors must order it in advance from GES and schedule moving times in advance through GES. The main entrance of the Hyatt Regency – Seattle may not be used for the transport of boxes or exhibit materials or other large equipment. Use of the loading dock will require scheduling in advance through Hyatt Regency – Seattle.

GES National Servicer[®] provides consistency and continuity of customer service for exhibitors at the AGO 2022 National Convention.

Phone: (800) 475-2098 / Fax: (866) 329-1437

International phone: (702) 515-5970 / International Fax: (702) 263-1520

Contact us online: <https://www.ges.com/contact-ges>

GES Servicer[®] is on-site to place any last-minute preferences and provide show information while at show site.

UNION LABOR INFORMATION

Union labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS in the exhibitor services manual provided by GES to determine your needs. Exhibitors supervising GES labor will be required to pick up and release their Labor Desk. Refer to the GES order form for Display Labor for Straight time and Overtime hours.



CIRCULARS AND SOLICITATION/CARE OF EQUIPMENT

Distribution of circulars and promotional materials are permitted only within the space contracted by the exhibitor. No firm, organization, or other sales representative not assigned space in the exhibit area is permitted to solicit business within the Exhibit area. Nothing shall be pasted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, windows, doors, or other parts of the building or furniture. Helium balloons may not be brought into the Exhibit hall.

SECURITY

Security will be provided in cooperation with the Hyatt Regency – Seattle. Each exhibitor is solely responsible for his/her own exhibit materials and should insure against loss or damage. All property of an exhibitor is understood to remain in his/her care, custody, and control in transit to or from or within the confines of the exhibit area. To achieve necessary security, all exhibitors must close their exhibits promptly and vacate the exhibit areas at the closing times of each day. The cooperation of the exhibitors in this matter is crucial to controlled operation of the exhibits.

SOUND

Demonstration rooms are available for those companies intending to demonstrate sound-producing musical instruments. Any sound producing equipment used at an exhibitor's booth must be equipped with earphones. This rule will be enforced. Audio equipment, such as CD and DVD players, which are a part of the exhibitor's presentation, may be used. In any case, sound levels must be kept to a reasonable minimum as determined by the Exhibits Committee. Exhibitors will comply with the requests of the Exhibits Committee to limit the volume of the sound. We ask that you please be considerate of your fellow exhibitors.

FOOD

Except for personal consumption, all food and beverage must be provided by the Hyatt Regency-Seattle. Arrangements for special food and beverage requirements in the Exhibits Area and Music Rooms can be made through exhibitor's pre-established Hyatt Regency-Seattle Room Service account.

INDEMNIFYING CLAUSE

Exhibitor agrees to protect, save, and keep the American Guild of Organists and any and all of its chapters forever harmless from any damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as to strictly comply with the applicable terms and conditions contained in the agreement between the Hyatt Regency – Seattle and the American Guild of Organists regarding the exhibition premises; and further, exhibitors shall protect, indemnify, save, and keep harmless the American Guild of Organists and the Hyatt Regency – Seattle against and from any and all loss, cost, damage, liability, or expenses arising from or out of or by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees, and business invites, which arises from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises or a part thereof.



CANCELLATIONS

Cancellation of reserved booth(s) or demo room(s) by exhibitor(s) must be communicated in writing and delivered via FedEx or the U.S. Postal Service to:

AGO 2022 National Convention
ATTN: Exhibits Chair/Wayne Gilreath
6167 Prestley Mill Rd, Douglasville, GA 30134

An exhibitor who cancels in writing on or before April 30, 2022 will receive a full refund, less a non-refundable \$100.00 service fee. An exhibitor who cancels in writing on or after May 1, 2022 through June 5, 2022 will receive a 50% refund, less a non-refundable \$100.00 service fee.

An exhibitor who cancels in writing on or after June 16, 2022 or an exhibitor who fails to occupy rented exhibit space will receive no refund at all, and forfeits all fees paid. Failure to occupy rented exhibit space does not release the exhibitor from the obligation to pay for the full cost of any and all space rentals. In the event of flood, hurricane, fire, strikes, riots, civil commotion, or other uncontrollable circumstances which would render the exhibit areas unfit or unavailable for use, exhibitors will receive a full refund, less a non-refundable \$100.00 service fee.

REGISTRATIONS AND CONTRACT

These General Regulations become part of the Exhibitor Contract. The Guild respectfully asks the full cooperation of the exhibitors in their observance for the greater good of all those exhibiting. Items not covered in these rules and regulations are subject to the decision of the Exhibits Committee, its Chair, or the Convention Coordinator.

The Exhibitor Contract shall be governed by and construed in accordance with the Laws of the State of Washington and City of Seattle, and all action for enforcement, construction, modification, termination, or otherwise shall be filed in courts thereof.



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EXHIBITORS GUIDE

📍 Seattle, Washington
📅 July 3-7, 2022

📧 agoseattle2022.com
✉ info@agoseattle2022.com



EXHIBITS MAP

