

GFA CONVENTION 2018 | June 18 – 23, 2018 | Louisville, KY

Louisville, KY | Local Host, Stephen Mattingly

GUITAR FOUNDATION OF AMERICA • P.O. Box 2900 Palos Verdes Peninsula, CA 90274 • 1-877-570-1651 | www.guitarfoundation.org

VENDOR EXPO INFORMATION

FEES

Full Table: \$475. (USD) Limit 2 full tables per vendor. The vendor receives a standard banquet table (6'L x 30"W x 30"H) and one Full Convention Events Pass.

Half Table: \$350. (USD) Half table vendors receive one Full Convention Events Pass. Two half-table vendors will share a full-size banquet table. Half table size is 3'L x 30"W x 30"H.

Vendor's Assistant: \$175. (USD) Limit ONE per vendor (available to Full and Half table purchases). This is for one assistant accompanying a vendor to assist at a table. The assistant receives one Full Convention Events Pass.

REGISTRATION

Registration **MUST** take place online: www.guitarfoundation.org

To reserve your full/half table and/or assistant pass, **submit total payment to GFA upon space registration.**

Space will NOT be reserved without payment and final confirmation via email from the GFA. Table space is first-come basis. Payment with reservation insures your table space and includes your company's name listing and website link on the GFA website Vendor page and *your company's name and web/email contact information in the ***2018 Program book** (*if you are registered **before** Program print production deadline date of **May 8, 2018**).

Note - Inclusion of company name on site or in book does not take place until payment is confirmed. Vendor list names are uploaded to the site on a weekly basis. Thank you for your patience until your name is listed. *See Contract on page 3 for payment options if you are not making payment online at time of registration.* In the event of cancellation for table space AND/OR Assistant Pass, your funds will be returned, less a \$75 administrative fee, if cancellation in writing is received by GFA (mailed or emailed to: info@guitarfoundation.org) **before/by MAY 15, 2018**. After that date, no refunds will be possible. Any cancellations after this date will be viewed as a GFA Donation and your name posted to our Donor List in *Soundboard* for a period of one (1) year.

GFA reserves the right to accept/deny the registration of any participant.

LOCATION/LOGISTICS

The 2018 Vendor Expo will take place in the School of Music Building in Rooms 267 and B65. See the GFA website Convention Vendor Expo page to locate floor plan PDF links.

VENDOR HOURS SCHEDULE - Note times are different according to convention dates.

10 am to 4 pm Tuesday, June 19 | 10 am to 4 pm Wednesday, June 20 | 10 am to 4 pm Thursday, June 21 | 10 am to 4 pm, Friday, June 22 | 10 am to 2 pm, Saturday, June 23.

STATE SALES TAXES

Louisville, KY Sales Tax for Vendors is 6%. It is the vendor's responsibility to declare/pay applicable taxes.

SECURITY

The Vendor EXPO rooms will be securely locked at all times other than VE hours. College security will be on hand. Security cameras are in operation. GFA/University of Louisville is not responsible for lost or stolen property.

AESTHETICS

Tables and chairs will be provided. Tables are standard banquet size, **6'L x 30"W x 30"H**. Tables will be bare. Vendors should plan to bring suitable table covers and signage. Table top or draped banner signage (across the front of tables) will be permitted. Signage may **not** be placed on walls.

FOOD

There are food locations on campus within a short walking distance. Other restaurants are located near campus.

SHIPPING

Vendors are responsible for paying for all shipped items. GFA/University of Louisville School of Music will not pay for items to arrive and any shipments billed to GFA/University of Louisville School of Music will be refused delivery.

Arrangements regarding pre-convention shipping and post-convention return shipping is available to help facilitate this process for vendors.

Shipping Dates (TO University of Louisville):

Reception of items will **BEGIN Wednesday, June 6, 2018**, and should arrive **NO LATER than Wednesday, June 13, 2018**.

Ship TO address: ("GFA VENDOR EXPO" MUST appear on the label of each package for the Expo)

For Shipping by FED EX

University of Louisville
School of Music
2301 S. Third St.
Louisville, KY 40208

For Shipping by UPS

University of Louisville
School of Music
1st Street & Cardinal Blvd.
Louisville, KY 40292

International shipping and customs is the responsibility of the Vendor.

GFA/Host Facility is not responsible for damaged goods.

Re Return Shipping:

ALL return shipped items are vendor's responsibility to pack appropriately, tightly seal, and appropriately label.
GFA/Host Facility is not responsible for any damaged goods. Vendors must securely attach completed return mail forms to each package. All shipping forms are the vendors' responsibility.
Vendors are responsible for paying for all return shipped items.
GFA/Host Facility will not pay for items to be return shipped.

Once all return ship packages are prepared, vendors MUST record package info and sign the GFA Return Shipping Form. GFA personnel will provide this form at VE closing day.

Vendors are responsible for contacting their shipping service regarding pick up no later than 12 pm (noon) on the Monday following the last day of the Convention.

LEAVE ALL goods to be return shipped at your table(s).

Volunteers will collect them and deliver them to the mailing distribution location, where they will be picked up by the various shipping services (**United States Postal Service is not available**).

The address to give shipping service for return shipment pick up will be the same for ship to.

Please visit the website (www.guitarfoundation.org) for additional Convention details.

2018 VENDOR POLICIES & PAYMENT CONTRACT

Complete payment MUST BE received by GFA upon reservation ...

Therefore, to assure prompt confirmation of space reservation, credit card payment is the recommended method of payment and can be made online at the time of registration. **Guitar Foundation of America** also accepts personal checks and company checks. A \$20 fee will be charged for returned checks. Check payment must be mailed to the GFA (**P.O. Box 2900, Palos Verdes Peninsula, CA 90274**). Reservation of space **will not be confirmed/guaranteed** until check is received, thus this form of payment, taking longer to complete, could jeopardize reservation of space. Payments are non-refundable except in the event of cancellation, your deposit will be returned **less a \$75** administrative fee if cancellation in writing is received by GFA **before/by May 15, 2018**. After that date, no refunds will be possible.

Any cancellations after this date will be viewed as a GFA Donation and your name posted to our Donor List in *Soundboard* for the period of one (1) year.

Tables /Assistants Fee(s)

_____ Full	\$475. /each	Total: _____
_____ Half	\$350. /each	Total: _____
_____ Assistant	\$175. /each	Total: _____

Grand TOTAL: \$ _____

Methods of Payment:

Best method of payment to ensure registration is online payment: www.guitarfoundation.org

Check (Payable to: **Guitar Foundation of America** – send to address above)

Credit Card (select card type): ___VISA ___MasterCard ___Discover

To pay with a credit card by phone, call **1-877-570-1651**, then mail this page to GFA.

Card No. _____ 3-digit code (on reverse) _____ Exp. Date _____

Name on Card (please PRINT then sign):

_____ / _____

Billing Address – Street _____ City _____

State _____ Zip _____ Country _____ Phone _____

Policies

Guitar Foundation of America/University of Louisville (its employees or assigns) is not responsible for any claims of damages to vendor products throughout the convention. If Guitar Foundation of America/ University of Louisville elects to use an attorney to collect any amounts due hereunder, Vendor shall be liable for reasonable attorneys' fees associated therewith.

We (I) have read the foregoing facilities and policies description, and agree to the terms of this contract.

(Print) Name _____ Company Name _____

City _____ State _____ Zip _____ Country _____

Web/Email Address _____

Phone _____

Signature _____ Date _____