



EXHIBITOR INFORMATION & REGISTRATION FORM

www.aamrichmond2022.org

Exhibit Information: Each Exhibition booth includes an 8 X 10 exhibit space and 1 table/chair. Additional tables are \$30.00 each. The hotel does not own pipe & drape equipment. Complimentary basic Wi-Fi will be available; if you have specific Wi-Fi needs, please email for more information. Similarly, electricity for your exhibit is also available through the hotel and may require an extra charge; please email with specific information and needs.

The display spaces will be in the James River Foyer and Salons A & B. All sound generating displays (CDs, DVDs, digital organs, etc.) must employ headphones.

Conference Events and Registration: Exhibitors wishing to attend conference events must either register for the conference or individual days. Meals at Shirley Plantation and the Closing Banquet may be purchased separately. Please contact the Conference Registrar for more information.

Hotel Information: Exhibitors are responsible for their own hotel reservations. Please see the conference website for more information.

Shipping Information: If it is necessary for you to ship materials to the hotel, they may be shipped to AAM Richmond 2022, c/o Chris Reynolds, Organist/Choirmaster, St. Paul's Episcopal Church, 815 Grace St., Richmond, VA, 23219. The conference rooms will be available for set-up from Noon to 7:30 p.m. on Sunday, June 19, 2022. Breakdown must be complete by Friday, June 24, 2022 at 11:00 a.m.

Sponsorship Opportunities: Conference book sponsorship is also available at a 25% discount, excluding covers. All exhibitors will be included automatically in a list of exhibitors. If you want to place a separate sponsorship, please visit www.richmond2022.com for forms and information.

Exhibit Hours: (subject to change)

| | |
|---------------------------|--|
| Sunday, June 19 | <i>Noon-7:30pm - Setup</i> |
| Sunday, June 19 | 8:00 pm - midnight |
| Monday, June 20 | 3:00-6:00 pm, 10:00 pm - midnight |
| Tuesday, June 21 | 9:00 pm - midnight |
| Wednesday, June 22 | 1:00-4:00 pm, 9:00 pm - midnight |
| Thursday, June 23 | 9:30 pm – midnight |
| Friday, June 24 | <i>Breakdown must be completed by 11:00 a.m.</i> |

If you have additional questions, please do not hesitate to contact us. Thank you for your consideration, and we look forward to meeting you and working with you at the conference.

Sincerely,

Deke Polifka, Kevin Kwan
Exhibit Coordinators



EXHIBITOR CONTRACT

Online submission preferred: www.aamrichmond2022.com

Primary Contact Name _____

Company/Organization _____

Address _____

City _____ State _____ Zip _____

Telephone (____) _____ Email _____

EXHIBITOR TABLE FEES

| <i>Number of 6' Tables</i> | <i>Before 3/1/22</i> | <i>After 3/1/22</i> |
|----------------------------|--|--|
| | \$250 – includes 1 table/chair \$30 – Each additional table | \$350 – includes 1 table/chair \$30 – Each additional table |

Cancellations requested in writing prior to April 15, 2022 will receive a 50% refund. No refunds granted after that date.

PAYMENT

Total Enclosed Exhibit Table Fee \$ _____

Table assignments are not made until full payment is received. Your payment and completed contract must be received by May 1, 2022 in order to guarantee exhibitor space.

Send checks made payable to AAM 2022 Richmond Conference to:

Karen Harris, Registrar registrar@amrichmond2022.org

907 Yucca Lane

North Chesterfield, VA 23236

Questions: Deke Polifka (deke.polifka@gmail.com) or Kevin Kwan (kjkwan@gmail.com)

EXHIBIT TERMS: The individual exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises policies of Comprehensive General Liability Insurance and contractual Liability Insurance insuring it for \$1,000,000 Combined Single Limit for personal injury and property damage and, if requested, provide to AAM evidence that such insurance is in effect for the period covered by this Contract.

Signature _____ Date _____