

Boston Early Music Festival

International Baroque *Opera* • Celebrated *Concerts* • World-famous *Exhibition*

Kathleen Fay, *Executive Director*

Exhibitor Registration Form

June 12-15, 2019

All registration materials are due by May 1, 2019 for inclusion in the Festival Program Book

EXHIBITOR:

Business Name: _____

Contact Name: _____ Contact Phone: _____

Contact Email: _____

EXHIBIT SPACE:

_____ ~~Main Floor Exhibit BOOTH, \$750 USD SOLD OUT!~~
_____ Main Floor Exhibit TABLE, \$550 USD
_____ Fifth Floor Exhibit TABLE, \$450 USD
_____ Sharing FEE, \$150 per additional exhibitor

Location Preference: _____

If you will be sharing Exhibit space with another organization, please indicate the name of that organization:

DISCOUNTS:

Select only one

_____ -\$50 for payment in Full by February 1, 2019 -OR- _____ -\$100 for First Time Exhibitors

PAYMENT: To formally reserve your exhibit space you will be expected to pay a **\$100 non-refundable deposit per exhibit space** at the time of your registration. Exhibitors are expected to pay in full by May 31, 2019.

Exhibit Space Fees: \$ _____

Discounts: \$ _____

Total Due: \$ _____

_____ Check in U.S. funds.

_____ Credit Card Amount to Charge Today: \$ _____

Card No. _____

Expiration Date: _____ Security Code: _____ Postal Code: _____

Signature: _____

To provide your payment information securely, please contact the BEMF office at 617-661-1812

2019 BEMF PROGRAM BOOK LISTING:

The BEMF Program Book is an invaluable resource, living on the bookshelves of thousands of early music enthusiasts throughout the world. Please return this form along with your application as soon as possible. The deadline for inclusion in the Program Book is *May 1, 2019*.

Please fill out this form completely exactly as you would like it to appear in the Program Book.

If you are sharing your exhibit space with one or more organizations, please fill out a separate Program Book form for each organization.

IMPORTANT!
Due to space constraints, it is imperative that we observe a 100 word limit for your organization's description. BEMF may edit your listing to fit the space allotted.

Name of Organization: _____

Contact Person: _____

City, State, Country: _____

Telephone: _____

Email address: _____

Website: _____

Brief description of organization (*100 word limit – PLEASE TYPE, or print NEATLY*): _____

2019 BEMF EXHIBITION TERMS AND BENEFITS

1. PAYMENT

To formally reserve your exhibit space you will be expected to pay a **\$100 non-refundable deposit per space** at the time of your registration. All exhibitors are expected to pay in full before **May 31, 2019**. A \$50 per exhibit space discount is available if you pay in full by **February 1, 2019**. A \$100 per exhibit space discount is available for first time exhibitors. An organization may take advantage of only one of these discounts. BEMF accepts checks drawn in U.S. funds and all major credit cards. A wire transfer can be arranged if you prefer.

2. EXHIBIT SPACE ASSIGNMENT

Exhibit spaces are assigned on a first-come, first-served basis. Please review the Exhibition floor plans and indicate your preferred location on your application, including any information that will better enable us to accommodate your needs. If you have a request for a specific location, we will do our best to accommodate you.

3. SHARING EXHIBIT SPACES

Exhibitors planning to share a single exhibit space should consider the following conditions:

- Rental of an exhibit space entitles an organization to representation for **one exhibiting organization only**. (One Program Book entry, one exhibit sign, one set of complimentary passes, etc.)
- Each additional organization sharing the same space must pay an additional **\$150 fee per extra group** for separate representation.

4. CANCELLATION POLICY

If you need to cancel your exhibit with us please alert Elizabeth Hardy at the BEMF office (elizabeth@bemf.org; 617-661-1812) as soon as possible. **Note that Exhibition deposits are non-refundable.**

5. EXHIBITOR BENEFITS:

Each exhibiting organization is entitled to the following benefits as part of their participation:

- Affordable lodging (while available) in nearby college dormitories. Contact Carla Chrisfield, General Manager, for details: carla@bemf.org or 617-661-1812.
- Discount rates for accommodations (while available) at our host hotel, the Courtyard Marriott Boston Downtown. Please contact Geri Silveira to make a reservation: 617-728-2114 or geri.silveira@marriott.com.
- Two (2) complimentary week passes to the BEMF Exhibition and concurrent events
- One (1) exhibitor listing in the Exhibitor Directory of the 2019 BEMF Program Book
- One (1) complimentary Festival Program Book
- A link to the exhibiting organization's website from the BEMF website

6. EXHIBITOR DISCOUNT PROGRAM:

- **Concert Ticket Discount:** Exhibitors receive 20% off Festival Concert & Opera tickets, *limit 2 per performance*. An online discount code will be provided upon registration, or discounted tickets can be ordered by contacting David Cronin, Box Office Manager, at david@bemf.org or 617-661-1812, and announcing yourself as a participating exhibitor. This discount is not available through third party ticketing agencies.
- **Advertising Discount:** Exhibitors receive a 20% discount on Festival Program Book advertisements. To place an ad, or for more information, please contact Shannon Canavin at shannon@bemf.org or 617-661-1812.

TO SUBMIT YOUR APPLICATION, PROGRAM BOOK ENTRY, and PAYMENT:

All registration materials are due by May 1, 2019 for inclusion in the BEMF Program Book.
All exhibitors are expected to pay in full by May 31, 2019.

Submit registration materials by:

Email: elizabeth@bemf.org

Fax: 617-661-1816

Post: Boston Early Music Festival - Exhibition
43 Thorndike Street, Suite 302
Cambridge, MA 02141
USA

With any additional questions please contact:

Elizabeth Hardy, Exhibition Manager

elizabeth@bemf.org

617-661-1812

www.bemf.org

2019 Exhibition Week Schedule

Tuesday, June 11	12pm-8pm	Load-In
Wednesday, June 12	10am-5pm 5pm-7pm	Exhibits Open to Public Exhibitor Reception
Thursday, June 13	10am-5pm	Exhibits Open to Public
Friday, June 14	10am-5pm	Exhibits Open to Public
Saturday, June 15	10am-5pm 5pm-10pm	Exhibits Open to Public Load-Out