

Boston Early Music Festival

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

Kathleen Fay, *Executive Director*

Exhibitor Registration Form

June 14-17, 2017

All registration materials are due by May 1, 2017 for inclusion in the BEMF Yearbook

Organization _____	
Contact Person _____	
Address _____	
City _____	Telephone _____
State _____	Mobile _____
Postal code _____	Email _____
Country _____	Website _____

EXHIBIT SPACE: _____ Exhibit Table, \$500 USD
table, two chairs, & display sign

Sold Out! ~~Exhibit Booth, \$700 USD~~
9'x6', table, two chairs, & display sign

Location Preference: _____

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

(Additional Fee \$150): _____

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 before June 1, 2017. A **\$50 discount per exhibit space** is available if you pay in full by **February 1, 2017**.

Exhibit Space Fees: \$ _____

Sharing Fees: \$ _____

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

2017 BEMF YEARBOOK LISTING:

The BEMF Yearbook 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 Yearbook is **May 1, 2017**.

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

If you are sharing your exhibit space with one or more organizations, please fill out a separate Yearbook 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**): _____

2017 BEMF EXHIBITION TERMS AND BENEFITS

1. PAYMENT

Exhibit tables are \$500 each, and exhibit booths (*SOLD OUT*) are \$700 each. 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. All exhibitors are expected to pay in full before **June 1, 2017**. A \$50 per exhibit space discount is available if you pay in full by **February 1, 2017**. Accepted forms of payment are checks drawn off of U.S. funds and all major credit cards.

Due to the number of exhibit spaces available, you are encouraged to finalize your registration as soon as possible. Exhibits will be registered on a first come, first served basis.

2. CANCELLATION POLICY

If you need to cancel your exhibit with us please alert Elizabeth Hardy at the BEMF office as soon as possible. ***Note that Exhibition deposits are non-refundable.***

3. 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.

4. 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 Yearbook 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.

5. EXHIBITOR BENEFITS:

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

- Reasonable-rate lodging (while available) in nearby college dormitories. Please contact Carla Chrisfield, General Manager, for details: carla@bemf.org or 617-661-1812
- Discount rates for lodging (while available) at the Courtyard Marriott Boston Downtown. Please contact Megan Cote-Rodriguez to make a reservation: 617-728-2114 or Megan.Cote@marriott.com.
- Complimentary week passes to the BEMF Exhibition (and additional BEMF concurrent events.)
 - Two (2) passes for exhibitor's personal use.
- One (1) exhibitor listing in the Exhibitor Directory of the 2017 BEMF Festival Yearbook.
- One (1) complimentary BEMF Festival Yearbook.
- Complete listing of all 2017 Exhibitors with web links on the BEMF website.

6. EXHIBITOR DISCOUNT PROGRAM:

Concert Ticket Discount: Exhibitors receive 20% off of Festival Concert & Opera tickets, *limit 2 per performance*. To place your ticket order, please contact David Cronin, Box Office Manager, and announce yourself as a participating exhibitor. This discount is not available online, or through third party ticket agencies. david@bemf.org or 617-661-1812

Advertising Discount: Exhibitors receive a 20% discount on Festival Yearbook advertisements. To place an ad, or for more information, please contact Shannon Canavin, Yearbook Advertisement Specialist. shannon@bemf.org or 617-661-1812.

TO SUBMIT YOUR APPLICATION, YEARBOOK ENTRY, and PAYMENT:

All registration materials are due by May 1, 2017 for inclusion in the BEMF Yearbook.
All exhibitors are expected to pay in full before June 1, 2017.

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

2017 Exhibition Week Schedule

Tuesday, June 13	12pm-8pm	Load-In
Wednesday, June 14	10am-5pm 5pm-7pm	Exhibits Open to Public Exhibitor Reception
Thursday, June 15	10am-5pm	Exhibits Open to Public
Friday, June 16	10am-5pm	Exhibits Open to Public
Saturday, June 17	10am-5pm 5pm-10pm	Exhibits Open to Public Load-Out