

# 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  
\_\_\_\_\_ 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*): \_\_\_\_\_

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# **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](mailto: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. Details will be available later in the fall. Please contact Carla Chrisfield, General Manager, for details: [carla@bemf.org](mailto:carla@bemf.org) or 617-661-1812.
- Discount rates for accommodations (while available) at our host hotel, the Courtyard Marriott Boston Downtown. Please contact Megan Cote-Rodriguez to make a reservation: 617-728-2114 or [Megan.Cote@marriott.com](mailto:Megan.Cote@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](mailto: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](mailto: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](mailto: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](mailto:elizabeth@bemf.org)

617-661-1812

[www.bemf.org](http://www.bemf.org)

**2019 Exhibition Week Schedule**

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