



THE NEW YORK FLUTE CLUB, INC.

PARK WEST FINANCE STATION • BOX 20613 • NEW YORK, NY 10025-1515

Dear New York Flute Club Corporate Sponsor and Flute Fair Exhibitor,

Please sign the Contract on page 4 and return by **February 23, 2024** to:

Fred Marcusa, Corporate Sponsor Liaison

The New York Flute Club, Inc.

1130 Park Avenue, Apt. 42

New York, NY 10128

THE NEW YORK FLUTE CLUB, INC. FLUTE FAIR 2024

Sunday, March 24, 2024

**Allen-Stevenson School, 132 East 78th Street (Manhattan)
New York City**

EXHIBITOR INFORMATION & REGULATIONS

Location: The exhibits will be housed at Allen-Stevenson School, 132 East 78th Street, New York City

Time: The exhibits will be open from **10:00 AM to 5:00 PM**.
Setup will begin at **9:00 AM**.

Setup: NYFC volunteers will be available on site to help you in locating your table.

Deliveries of exhibit materials may be made at the front door of 132 East 78th Street. There are a number of nearby garages for parking.

Tables: Each table measures 6 feet long by 30 inches wide by 30 inches tall. Each table will have 2 chairs.

Electricity: If you require electricity, please let me know as soon as possible. Please bring your own extension cords.

Parking: Parking is available in several nearby garages.

Lunch: There are several delis and pizza parlors in the East 78th Street/Lexington Avenue area.

Security: The building provides basic security for the event. Exhibitors are reminded, however, that they must maintain their own liability, loss, and other insurance (see below).

Refunds: If for any reason the Flute Fair is cancelled, the liability of the New York Flute Club shall be limited to a full refund of all table rental and extra badge fees.

Shipping: The Allen-Stevenson School cannot accept advance shipments.

Sales Taxes and Licensing: Exhibitors are permitted to sell and take orders on the exhibit floor. Each exhibitor is responsible for meeting legal requirements regarding collection of sales tax.

Liability and Insurance:

Each exhibitor assumes entire responsibility for, and hereby agrees to protect, defend, indemnify and hold harmless, The New York Flute Club, Inc., Allen-Stevenson School and their respective officers, employees, directors and agents, against all claims, losses, or damages to person or property, governmental charges or fines and attorney fees, arising out of or caused by the Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or any part thereof, excluding only such liability caused by the sole negligence of the New York Flute Club, Inc. and/or Allen-Stevenson School.

Exhibitor acknowledges that neither The New York Flute Club, Inc or Allen-Stevenson School maintains insurance covering Exhibitors' property, and that it is the sole responsibility of the Exhibitor to obtain business interruption, property damage or loss insurance covering any losses by the Exhibitor, arising from any cause whatsoever, either prior to, during, or subsequent to the Fair.

GENERAL REGULATIONS

Exhibitors will not be permitted to set up their displays at Flute Fair unless all fees have been paid in full.

Each table must be staffed at all times during the published exhibit hours. All Exhibitors are required to keep their exhibits open until the final closing hour. Each Exhibitor agrees to set up and dismantle according to the published schedule.

There will be no smoking or eating anywhere in the building, except in designated eating areas.

All exhibits must conform to the marked table space and must be arranged so as not to obstruct the view of or interfere with other exhibits. Exits, fire stations and fire extinguisher equipment must not be obstructed.

All demonstrations or other sales activities must be confined to the limits of the exhibit table.

No Exhibitor shall reassign, sublet, or share his space without the written consent of the New York Flute Club, Inc.

No Exhibitor is permitted to show goods other than those manufactured or distributed by his firm in the regular course of business. Retailers should be able to produce evidence of permission to use or

advertise trademarks or trade names of products offered for sale or on display.

No individual, firm, or organization not assigned exhibit space will be permitted to solicit business within the exhibit area or elsewhere in the building, and no commercial company shall advertise on bulletin boards outside the exhibit area.

Exhibitors may not distribute or sell shopping bags, containers, or any other items which may be used for covering up theft.

At the sole discretion of the Exhibits Chair and/or any member of the Board of Directors of The New York Flute Club, Inc., an Exhibitor may be restrained from any action which such Chair or member considers objectionable and detracts from the quality and integrity of the exhibits or The New York Flute Club, Inc. An Exhibitor who fails to rectify an objectionable situation immediately may be expelled and the exhibit privileges canceled at once without refund.

Amplified instruments will not be permitted in the exhibit area unless used in soundproof booths or with headphones. Exhibitors are asked to exercise courtesy in regulating noise levels in the Exhibition area.

These rules and regulations become part of the contract between the Exhibitor and The New York Flute Club, Inc. Any point not specifically covered is subject to the decision of the Exhibits Chair with appeal to the Board of Directors of the New York Flute Club, Inc, whose decision shall be final.



THE NEW YORK FLUTE CLUB, INC.

PARK WEST FINANCE STATION • BOX 20613 • NEW YORK, NY 10025-1515

Flute Fair Exhibitor Agreement Flute Fair 2024

Company:

Number of

tables:

Badge #1

name:

Badge #2 name:

Additional badge names (\$25 each):

AGREEMENT: By signing and returning this Agreement Exhibitor acknowledges that he/she, as legal representative of the Exhibitor here mentioned has read, understands, and agrees to accept and abide by all the conditions and regulations in the document entitled EXHIBITOR INFORMATION & REGULATIONS for The New York Flute Club Flute Fair 2024, March 24, 2024.

Signed, _____

Print name: _____

Title: