



RETAIL PRINT MUSIC DEALERS ASSOCIATION

EXHIBIT GUIDELINES/REGULATIONS

MEMBERSHIP - Membership in the Retail Print Music Dealers Association (RPMDA) shall be open to publishers, manufacturers and support services of the print music industry. Firms wishing to exhibit at the annual meeting of RPMDA are required to be members in good standing.

EXHIBITOR REGISTRATION - All official representatives of Associate Member exhibiting firms must be registered for the convention, and are encouraged to participate by attending daily sessions and activities.

APPLICATION AND ASSIGNMENT OF SPACE - Exhibit space is limited to one (1) space per Associate Member firm unless otherwise noted. Applications will be made in writing on the contract form provided and must be accompanied by payment in full. Booth assignments shall be made on a first come, first-served basis.

CONTRACT FOR SPACE - The application for space and the formal notice of assignment by the RPMDA constitutes a contract for the right to use the space allotted. In the event of fire, strike or other uncontrollable circumstances rendering the building unfit or unavailable to use, the contract shall not be binding.

CONSTRUCTION OF EXHIBITS - Along the side walls, no perpendicular obstruction eight feet or more in height may extend forward more than 50% of the distance from the back wall, and none over forty-eight inches in height shall extend forward for the remaining space to the front of the booth. All exhibits must conform to the size of the booth, and must be arranged so as not to obstruct the view or interfere with other exhibits.

RESTRICTIONS IN USE OF SPACE - All demonstrations, interviews, or other sales activities must be confined to the limits of the exhibit booth. No exhibitor shall reassign, sublet or share his allotted space without the knowledge and consent of the RPMDA exhibits manager. No exhibitor is permitted to show materials other than those dealt with or manufactured in the regular course of business.

CIRCULATION AND SOLICITATION - Circulars or advertising matter of any description may be distributed only within the booth assigned to the exhibitor presenting such material. No associate member shall obtain exhibit space anywhere outside the designated exhibit area, and no firm or organization not assigned exhibit space will be permitted to solicit business within the exhibit area.

NOISE-MAKING EXHIBITS - Exhibits that include the operation of musical instruments or audio equipment must be conducted or arranged so that the noise resulting from demonstrations will not annoy or disturb adjacent exhibitors and their patrons.

DISMANTLING - The exhibitor agrees not to dismantle or do any packaging before final closing of the exhibit.

INSURANCE - The exhibiting firm acknowledges that RPMDA has no responsibility for the exhibitor's property, and the exhibitor takes full responsibility for all risks to the property that the exhibitor brings to the exhibition.

NO SUITCASING - Suitcasing is the act by suppliers of soliciting business in the trade show aisles or other public areas of the show, in another company's booth and/or representing their services or soliciting conference participants for conflicting social activities without having purchased booth space. This includes distributing literature or marketing materials of any kind on the trade show floor. Exhibitors invest significant time and money in the planning and execution of their show experience. Such practices hurt the industry and those who attend the shows to support it.

RESTRICTIONS IN OPERATION OF EXHIBITS - RPMDA reserves the right to deny an exhibit application, or restrict exhibits which, because of noise, method of operation, or any reason, become objectionable, and may also prohibit or evict any exhibit which, in the opinion of the management, detracts from the general character of the exhibit as a whole. The reservation includes persons, things, conduct, printed matter, or anything of a character that the management determines is objectionable to the exhibit. In the event of such restrictions, the RPMDA is not liable for any exhibit expense.

If you have any questions, please contact:

RPMDA ● 14070 Proton Rd., Suite 100, LB 9 ● Dallas, Texas 75244
972/233-9107 ext. 204 ● Fax 972/490-4219 ● office@printmusic.org