



Dear Friends of the Chicago Brass Festival,

The Chicago Brass Festival invites you to participate as an exhibitor (vendor) or advertising sponsor for its sixth annual event to be held at Northeastern Illinois University on **March 13th & 14th, 2015**. The festival will feature local and international artists and will include concert performances and master classes. Highlights of the 2015 Festival include: **Victor Garcia and CALJE, AXIOM BRASS, NEIU Faculty Brass**, and many others.

Vendor Exhibits

Consider becoming an exhibitor and become part of an exciting annual event held in one of America's truly amazing cities. Enclosed is the Exhibitor Prospectus and Application for you to use to secure your booth space. The exhibits will be open from 10 a.m. to 6 p.m. on Saturday, March 15th only. There will be designated exhibit time in the Festival schedule.

Advertising in Festival Program Book

Advertising in the festival program and recognition on the Festival website will provide your company with high visibility. Information can be found in the Exhibitor Prospectus. Should you have any questions about the Festival or Sponsorships, please contact Christie Miller at 773-442-4978 or by e-mail at cl-miller@neiu.edu . Thank you for your consideration and we look forward to your participation in what will be a truly exciting event.

Sincerely,

Travis Heath, D.M.A.

Associate Prof. of Music,

Brass Coordinator

Department of Music and Dance at Northeastern Illinois University

(773)442-5917

For the most current Festival schedule please visit our website at: www.chicagobrassfestival.com

EXHIBITOR PROSPECTUS

An Invitation to Exhibit

Chicago Brass Festival March 14th, 2015

Exhibit Hours

Saturday, March 14th: 10:00 a.m. - 6:00 p.m.

Dedicated, Conflict Free: 12 p.m. to 1 p.m., 2 p.m. to 3 p.m. and 5 p.m. to 6 p.m.

Set up will be Saturday, March 15th from 9 a.m. to 10 a.m. & load out will be after 6 p.m.

EXHIBIT INFORMATION

Exhibit Location: Northeastern Illinois University, Fine Arts Center, located adjacent to Parking Lot F at 3701 W. Bryn Mawr Ave., Chicago, IL 60659

Cost: \$100 for first table; \$30 for each additional, adjoining table. Payment must accompany this application. *See also sponsorship packages below.*

Request Deadline: Booth space becomes **very limited after Jan 1**. Early receipt of the form and fee will allow us to provide you with the best available booth selection and advertise your company on our website.

All Exhibit and Advertising applications and payments are due by February 15, 2014.

Festival Passes: Two name badges (**Festival passes**) per exhibitor.

The name badges are non-transferrable and may be picked up at the registration area

in the lobby of the Steinberg Fine Arts Center. Additional booth staff will be required to register for the Festival at the regular rates, unless a chosen package deal states otherwise

(see package deals below).

Exhibit Area is easily accessible from master class sessions, Recital Hall, and Auditorium.

Hotel Information can be found online at www.chicagobrassfestival.com on the directions/info page.

SPONSORSHIP PACKAGES and PRICING

Exhibitor and Advertising Packages

Brass - \$100

- Two Festival passes
- 1 exhibit table
- ¼ page ad in the program booklet
- Recognition on Festival website

Silver - \$150

- Four Festival passes
- 1 exhibit table
- ½ page ad in the program booklet
- Recognition on Festival website

Gold - \$250

- Four Festival passes
- 2 exhibit tables
- 1 Full Page Ad in the program booklet
- Recognition on Festival website

Platinum - \$500

- Six Festival passes
- 2 exhibit tables
- 1 Full Page Ad in the program booklet
- advertising logo displayed in the Auditorium for the duration of the festival (banners or video projection displayed back of stage)
- Recognition and link on Festival website

Advertising Only

- ¼ page ad: \$50.00
- ½ page ad: \$75.00
- full-page ad: \$150.00

To Sponsor a Guest Artist, Clinician, or Solo or Ensemble Competition Winner, contact Travis Heath at t-heath@neiu.edu or 773-442-5917.

EXHIBIT APPLICATION and AGREEMENT

Submit to Chicago Brass Festival with payment by February 15, 2014

Sponsorship Package

Please reserve one _____ package deal at the cost
(*Brass Bell, Silver Slide, Golden Tone, Platinum Artist*)
of \$_____. Additional tables can be requested; **\$30** for each additional, adjoining table.
I need _____ additional table(s).

Exhibit Table Only

Please reserve _____ tables at **\$100** for the first table; **\$30** for each additional, adjoining table.

Advertising Only

Please reserve _____ ads in the Festival program
Number (¼ page - \$50.00; ½ page - \$75.00; full-page - \$150.00)

book for a total cost of \$_____.

Companies sharing representatives must submit applications together, in order to be placed near/adjacent to one another. Please complete entire form and type or print legibly. Program copy, signage, and badges will be produced based on this information.

Name of Company: _____

Contact Person: _____

Company Address: _____

City: State: Zip: _____ Phone: _____

Web Address: _____ Email: _____

Briefly Describe Product or Service (to assist with booth location):

AGREEMENT

Indemnifying Clause: Exhibitor agrees to protect, save, and keep the Chicago Brass Festival and Northeastern Illinois University forever harmless from any damage or charges imposed for violation of any law or ordinance whether occasioned by the negligence of the Exhibitor or those holding under the Exhibitor, as well as to strictly comply with the applicable terms and conditions contained in the agreement between Northeastern Illinois University and the Chicago Brass Festival regarding the exhibition premises; and further, Exhibitors shall at all times protect, indemnify, save, and keep harmless the Chicago Brass Festival against, and from, any and all loss, cost, damage, liability, or expense arising from, or out of, or by reason of, any accident or other occurrence to anyone, including the Exhibitor, its agents, employees, and business invitees, which arise from, or out of, or by reason of, said Exhibitor's occupancy and use of the exhibition premises, or any part thereof.

AUTHORIZED SIGNATURE FOR EXHIBITOR: _____

DATE: _____

METHOD OF PAYMENT- CHECK ONLY

Check payable to:

Northeastern Illinois University

Mail to:

Chicago Brass Festival

c/o Dr. Travis Heath – Music

Dept. 5500 N. St. Louis Ave

Chicago, IL 60625

CBF OFFICE USE ONLY

Date Rec'd: Chk. #: Fee Amt. Paid: Assign Booth #(s)