

AGO 2024
SAN FRANCISCO

JUNE 30
TO
JULY 4

EXHIBITORS GUIDE



EXHIBITS MAP

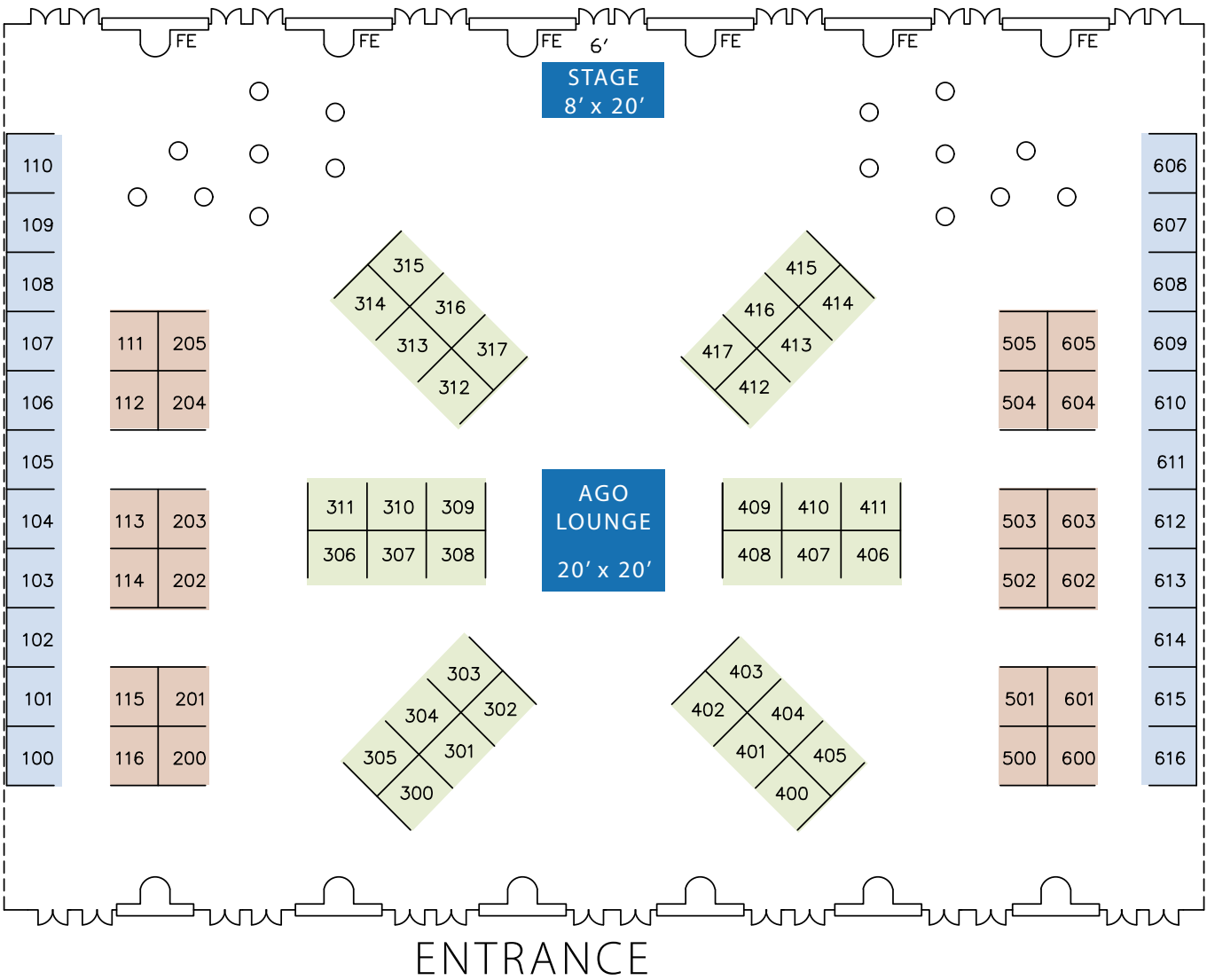





EXHIBIT SPACES

	▶ Spoke Booths	\$845
	▶ Quad Booths	\$795
	▶ Wall Booths	\$745

BOOTH ASSIGNMENT

Booths will be assigned based on first-come, first-served basis until the show floor is sold out. AGO show management reserves the right to make modifications to the floor plan at any time.

EXHIBIT BOOTHS

Exhibit booths will be assigned on a first-come, first-served basis upon receipt of online order and electronic payment. No booth will be assigned without a completed exhibitor registration and completed electronic payment. 82 booths are available. Each 8’ X 10’ booth receives a back and side pipe and drape, one (1) 6’ draped table, two (2) chairs, one (1) wastebasket, and a 7” X 44” ID sign. The exhibit area is carpeted.

COMPLIMENTARY REGISTRATION

We will provide 1 complimentary full registration per rented booth and up to 4 “exhibits only” registrations. The 1 complimentary registration includes convention bus transportation.

BOOTH FEE SCHEDULES

- ▶ Spoke Booths \$845
- ▶ Quad Booths \$795
- ▶ Wall Booths \$745

SAN FRANCISCO MARRIOTT MARQUIS Yerba Buena Ballroom

The **Yerba Buena Ballroom** features 24-foot ceilings and space to accommodate up to 5,500 attendees.



SHOW SCHEDULE

SUNDAY JUNE 30, 2024

Decorator move-in	8:00 am – 2:00 pm
Exhibitor move-in	2:00 pm – 6:00 pm
Exhibit hours	9:30 pm – Midnight

MONDAY JULY 1, 2024

Exhibit hours	10:00 am – 12:00 pm
	10:00 pm – Midnight

TUESDAY JULY 2, 2024

Exhibit hours	8:00 am – 11:00 am
	10:00 pm – Midnight

WEDNESDAY JULY 3, 2024

Exhibit hours	12:00 pm – 4:00 pm
Exhibitor move out	4:00 pm – 7:00 pm
Decorator move out	7:00 pm – 11:00 pm

There will be cash bars during the late night exhibit hub hours.

AGREEMENT AND PAYMENT

APPLICATION/CONTRACT FOR EXHIBIT SPACE

Applications/contracts for exhibit space must be completed online at sfago2024.org.

PAYMENT

Payment must be made online in United States currency using credit card (American Express, MasterCard, VISA, Discover).

An Exhibitor Agreement will be deemed complete only when an authorized agent of the company submits a single application, payment in full via credit card is made and processed, and AGO 2024 National Convention expressly accepts the application via formal confirmation.

DEMONSTRATION ROOMS

The individual demonstration rooms will be workshop rooms in which the demo organ will be used for the workshop. If you are interested in one of your organs being used in this capacity, please contact Maury A. Castro at maury.castro@agohq.org. The workshops will be running on **Monday**: 9 am–11:45 am, **Tuesday**: 9 am–11:45 am, and **Wednesday**: 2 pm–3:45 pm. This means those organs are not available to demo until those afternoons and evenings. Demonstrations will be allowed during convention hours with the exception of workshop times at the discretion of the demonstration room exhibitor/sponsor. Room assignments, based on applicant's choice preference, will be made in the order the online application and payment are received. Assignment of all space is the sole responsibility of the Exhibits Committee for the AGO 2024 National Convention.

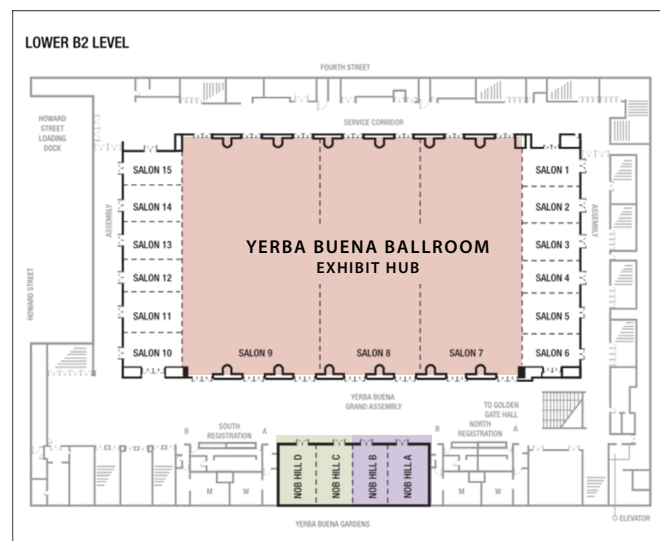
DEMO ROOM FEE SCHEDULE

- ▶ Nob Hill AB \$1,495
- ▶ Nob Hill CD \$1,495

Demonstration rooms are across the foyer from the exhibit hub.

COMPLIMENTARY REGISTRATION

We will provide 2 complimentary full registrations per demo room and up to 4 “exhibits only” registrations. The 2 complimentary registrations include convention bus transportation.



- ▶ Nob Hill AB
- ▶ Nob Hill CD

ALL EXHIBITORS

ELECTRICAL & INTERNET SERVICES

Information about electrical and Internet service (wireless and wired) to exhibit booths and demonstration rooms will be available in the exhibitor services manual provided by Curtin Convention, the Official Exhibits Service Contractor. Please note that the internet services are provided by San Francisco Marriott Marquis. Electrical services are provided by Edlen. Order forms will be provided by Curtin Convention.

SET-UP

All exhibitor setups must be completed by June 30, 2024 at 6:00 pm.

EXHIBITOR CONTACT

Maury A. Castro, Exhibits Sales Manager
maury.castro@agohq.org

SHIPPING AND UNION INFORMATION

SHIPPING, STORAGE, AND EQUIPMENT MOVING

Information about shipping, storage, and equipment moving is available from Curtin Convention, the Official Exhibits Service Contractor and official provider to the American Guild of Organists for this convention. Boxes may be shipped to:

TO: (Exhibiting Company Name/Booth #)
FOR: AGO 2024
C/O: Palmisano Delivery Service/Curtin Convention
365 East Grand Avenue, Unit C
South San Francisco, CA 94080

The General Service Contractor must handle all exhibits materials and related products. All items belonging to the individual exhibitors must be brought to the back service entrance. There are no storage facilities available for empty crates, skids, containers, cartons, or vehicles. Storage in the exhibit hub is allowed if indicated on the Fire Marshall approved diagram and complies with our wall protection policy. Hotel Shipping & Receiving staff will not be permitted to pick up or deliver any items in the exhibit hub anytime during the show (from set-up through tear down).

All outbound packages being sent through the Hotel Shipping & Receiving Department from the exhibit hub must be

brought by the Exhibit Company to the Shipping & Receiving Office during tear down. Proper shipping documents must accompany bills of lading matching the shipments so Shipping Staff can account for shipments. Shipments must be signed off and Shipping Staff must obtain copies of shipment bills of lading and any other shipping documents needed.

Point of Contact:

Dianna Curtin
dianna@curtinconvention
415-883-7818 office

Exhibitors should email info@curtinconvention.com or call the office.

UNION LABOR INFORMATION

Union labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS in the exhibitor services manual provided by Curtin Convention to determine your needs. Exhibitors supervising Curtin Convention labor will be required to pick up and release their Labor Desk. Refer to the Curtin Convention order form for Display Labor for Straight time and Overtime hours.

SUPPLEMENTAL INFORMATION

CIRCULARS AND SOLICITATION/CARE OF EQUIPMENT

Distribution of circulars and promotional materials are permitted only within the space contracted by the exhibitor. No firm, organization, or other sales representative not assigned space in the exhibit area is permitted to solicit business within the Exhibit area. Nothing shall be pasted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, windows, doors, or other parts of the building or furniture.

SECURITY

Security will be provided in cooperation with the San Francisco Marriott Marquis. Each exhibitor is solely responsible for his/her own exhibit materials and should insure against loss or damage. All property of an exhibitor is understood to remain in his/her care, custody, and control in transit to or from or within the confines of the exhibit area. To achieve necessary security, all exhibitors must close their exhibits promptly and vacate the exhibit areas at the closing times of each day. The cooperation of the exhibitors in this matter is crucial to controlled operation of the exhibits.

SOUND

Demonstration rooms are available for those companies intending to demonstrate sound-producing musical instruments. Any sound producing equipment used at an exhibitor's booth must be equipped with earphones. This rule will be enforced. Audio equipment, such as CD and DVD players, which are a part of the exhibitor's presentation, may be used. In any case, sound levels must be kept to a reasonable

minimum as determined by the Exhibits Committee. Exhibitors will comply with the requests of the Exhibits Committee to limit the volume of the sound. We ask that you please be considerate of your fellow exhibitors.

FOOD

Except for personal consumption, all food and beverage must be provided by the San Francisco Marriott Marquis. Orders may be placed by completing the form provided by Curtin Conventions.

INDEMNIFYING CLAUSE

Exhibitor agrees to protect, save, and keep the American Guild of Organists and any and all of its chapters forever harmless from any damages 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 the San Francisco Marriott Marquis and the American Guild of Organists regarding the exhibition premises; and further, exhibitors shall protect, indemnify, save, and keep harmless the American Guild of Organists and the San Francisco Marriott Marquis against and from any and all loss, cost, damage, liability, or expenses arising from or out of or by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees, and business invites, which arises from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises or a part thereof.

CANCELLATIONS, REGISTRATIONS, AND CONTRACT

CANCELLATIONS

Cancellation of reserved booth(s) or demo room(s) by exhibitor(s) must be communicated in writing via email to:

Maury A. Castro, Exhibits Sales Manager
maury.castro@agohq.org

An exhibitor who cancels in writing on or before April 30, 2024 will receive a full refund, less a non-refundable \$100.00 service fee. An exhibitor who cancels in writing on or after May 1, 2024 through June 5, 2024 will receive a 50% refund, less a non-refundable \$100.00 service fee.

An exhibitor who cancels in writing on or after June 16, 2024 or an exhibitor who fails to occupy rented exhibit space will receive no refund at all, and forfeits all fees paid. Failure to occupy rented exhibit space does not release the exhibitor from the obligation to pay for the full cost of any and all space rentals. In the event of flood, hurricane,

fire, strikes, riots, civil commotion, or other uncontrollable circumstances which would render the exhibit areas unfit or unavailable for use, exhibitors will receive a full refund, less a non-refundable \$100.00 service fee.

REGISTRATIONS AND CONTRACT

These General Regulations become part of the Exhibitor Contract. The Guild respectfully asks the full cooperation of the exhibitors in their observance for the greater good of all those exhibiting. Items not covered in these rules and regulations are subject to the decision of the Exhibits Committee, its Chair, or the Convention Coordinator.

The Exhibitor Contract shall be governed by and construed in accordance with the Laws of the State of California and City of San Francisco, and all action for enforcement, construction, modification, termination, or otherwise shall be filed in courts thereof.

