



NJFS Flute Fair 2018

October 21, 2018

Exhibitor Information

Shipments are a vendor's responsibility. No shipments will be received by the university.

Shea Center for the Performing Arts
William Paterson University
300 Pompton Rd
Wayne, NJ 07470

Parking – parking for the Shea Center can be found in Lots 3 and 4.

EXHIBIT HALL

Each booth will include a six foot table. Exhibitors should provide their own table skirts. Every effort has been made in scheduling the flute fair event so that the participants will have adequate time to spend in the exhibit area.

<i>Exhibit Hall</i>	Set-Up	Hall Open to Public	Break Down
<i>Hours</i>			
Sunday, October 28th	7:30–9:15 am	9:15 am–5:00 pm	5:00 pm to 7:00 pm

MEALS

FLUTE FAIR PROGRAM BOOK ADVERTISEMENTS

All NJFS corporate members, including those that cannot be present at the flute fair, are welcome to place an order for an advertisement. Make your business noticed with a special advertisement. ***Deadline for all ads is September 28, 2018.*** Advertisements for Inside Front Cover, and Inside and Outside Rear Cover are on a first come first served basis.

REGULATIONS

- Table reservations, ads and PAYMENTS are not refundable and must be received by September 28, 2018. **There will be a late fee of \$50 if any item is not received by this deadline.
- Each booth must be staffed at all times during the published exhibit hours. If any assistance is needed, please contact exhibit hall coordinator BEFORE the fair weekend and all attempts will be made to find appropriate assistance.
- All exhibits must conform to the size of the booth space and must be arranged so as not to obstruct the view of, or interfere with, other exhibits. A maximum of 3 tables per exhibitor is allowed.
- Only persons displaying the flute fair ID badge will be allowed to enter the exhibit area.
- Every exhibiting corporate member is allotted 2 ID badges. If additional badges are needed, they may be purchased for \$25 each.
- A flute tryout room will be available for exhibitors and their clients at the fair. Information will be available upon arrival.

CONTACT INFORMATION

NJ Flute Society Exhibit Hall Coordinator, Virginia Schulze-Johnson, mailto: vsjflutedoc@gmail.com