



Organ Festival

RCCO National Convention

Ottawa Marriott Hotel
100 Kent Street
Ottawa, ON
K1P 5R7



**Guide for
Exhibitors & Advertisers**

Advertisers

Point of contact

For full information on advertisements in the convention programme, event sponsorship, or enclosures in registration packets, potential advertisers are requested to contact:

Deirdre Piper
23 St. Remy Drive
Ottawa, ON K2J 1A7
tel: (613) 825-1722 work: (613) 520-2600 ext. 3736
email: deirdre_piper@carleton.ca

Dimensions and costs

Covers:	Back outside	\$850 (colour)
	Inside	\$750 (colour)
Inside pages: (B&W only)	Full page	\$650 (B&W)
	Half page	\$400
	Quarter page	\$250
	Eighth page	\$150
		\$ 80 (business card size)

If paying in US dollars, multiply the above figures by 0.70.

VISA, MC and AMEX payments accepted in Canadian funds only

Please refer to Application Form for discount information.

Ad formatting information

Advertisements may be submitted in camera-ready hard copy or in electronic form on digital media (CD, floppy disks, via email or ftp). Text files are to be submitted as Microsoft Word .doc files. Ads submitted in digital layouts must meet the following guidelines:

- PC or Mac compatible
- Pagemaker, Quark Xpress, PhotoShop, Illustrator
- Must provide all font files or convert text to paths
- Scanned images in .tiff format, CMYK or grayscale, at 300 ppi
- Line art provided in .eps format

For further information regarding file formats or delivery, please contact our graphic designers:

Rick & Suzanne St. Germain
628 Tourelle Drive
Orleans, ON K4A 3H4
tel: (613) 841-0246
email: sstgermain@rogers.com

** Deadline for submissions is April 15, 2003*

Enclosure in Registration Packets

An organization may wish to distribute literature to every person who registers for the convention by having their flyer or brochure included in the registration packets. The fee for this service is \$250. This fee and the materials to be included must be delivered before June 30, 2003 to:

Christ Church Cathedral
439 Queen Street
Ottawa, ON K1R 5A6

Please refer to Application Form for discount information

Sponsorship of an Individual Event

Concert sponsorship: \$1000

Recognition: 4 tickets to the concert
Listing in the Festival programme
Listing in the concert programme (handout)
Introduced at concert as a sponsor
Invitation to President's reception (sponsor and 3 guests)

Workshop sponsorship: \$400

Recognition: 2 places at the workshop
Listing in the Festival programme
Introduced at workshop as a sponsor
Invitation to President's reception (sponsor and guest)

** Submissions due by April 15, 2003 and assigned on first-come, first served basis*

Concerts

- Ludger Lohmann
- Gordon Slater carillon
- Tammy-Jo Mortensen
- Jean Ferrard
- Thomas Annand / Capital Brassworks
- Frederick Swann
- Catherine Todorovski
- Danielle Dubé / Bel Canto Wind Quintet

Workshops

- Jacobus Kloppers
- Antione Bouchard
- Christopher Fischer
- Jean Ferrard
- Alan Reesor
- Joachim Segger

Exhibitors

Point of contact

For full information on exhibits, potential exhibitors and retailers are requested to contact:

Robert Jones
P.O. Box 768
Chesterville, ON K0C 1H0
tel: (613) 448-1647
email: pentland@hotmail.com

Space assignment

All space is sold on a first come, first served basis. Assignments for all spaces will be made in the order of receipt of **payment in full**. Space must be confirmed by April 15, 2003 for the exhibitor's name to be listed in the festival programme booklet.

Exhibit space pricing

One 8-foot table and chairs: \$300
Additional tables: \$250 each

Power and telephone jack available -- no drapery provided

Please refer to Application Form for discount information

Exhibitors will receive \$100 off the price of a full registration for the conference

Exhibitors will receive two free tickets to a concert of their choice

Exhibit hours

Sun. July 20: Set up after 2:00 pm
Mon. July 21: 7:30 am - 9:00 am
1:30 pm - 7:00 pm
After evening concert to 12:00 midnight
Tue. July 22: 7:30 am - 9:00 am
1:30 pm - 7:00 pm
After evening concert to 12:00 midnight
Wed. July 23: 7:30 am - 9:00 am
3:00 pm - 7:00 pm
After evening concert to 12:00 midnight
Thu. July 24: 7:30 am - 9:00 am
Clear all materials by 12:00 noon

Demonstration / Private Exhibit Rooms

Carleton Room	500 sq. ft.	\$950
Capital Room	500 sq. ft.	\$950
Alta Vista Room	966 sq. ft.	\$1600

These rooms are in the vicinity of the Exhibit Hall.

*For more information about these rooms, call Robert Jones at (613) 448-1647
or email at pentland@hotmail.com*

Please see Application Form for other special discounts.

Security

Security will be provided by the RCCO Convention on a 24 hour basis. However, 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/from or within the confines of the exhibit area.

Cancellations

Cancellations must be made in writing to Robert Jones. If notification is received on or before May 31, 2003, all exhibit fees, less a service fee of \$50, will be refunded. Cancellation on or after June 1, 2003 or failure by the exhibitor to occupy the exhibit space will mean that the exhibitor is still subject to the full cost of the space.

Application Form

Exhibitor Identification

Business Name _____

Mailing Address _____

City _____ Prov/State _____ PCode/Zip _____

Contact Person _____ Tel _____

Email _____

Single Item Rates

Sponsorship only: Concert \$1000 \$ _____
* *Deadline:* April 15, 2003 Workshop \$400 \$ _____

Name of event to be sponsored (see page 2 for event listings):

Exhibit Table(s) only: \$300 \$ _____
 _____ additional tables @ \$250 each \$ _____

Demonstration Rooms only: Alta Vista Room \$1600 \$ _____
 Capital Room \$950 \$ _____
 Carleton Room \$950 \$ _____

Enclosure in Registration Packets only: \$250 \$ _____
* *Deadline:* June 30, 2003

Advertisement in Programme Booklet only: \$ _____
* *Deadline:* April 15, 2003 (see page 2 for ad sizes & costs)

Ad size: _____

Package Discounts

Exhibit table & Full Page Ad in Programme \$600 \$ _____
 Exhibit table & Half Page Ad in Programme \$500 \$ _____
 Exhibit table & Flyer enclosures in registration packets \$350 \$ _____

Carleton or Capital Room & Full Page Ad \$1250 \$ _____
 Carleton or Capital Room & Half Page Ad \$1150 \$ _____
 Alta Vista Room & Full Page Ad \$1800 \$ _____
 Alta Vista Room & Half Page Ad \$1750 \$ _____

Summary

Total Amount: \$ _____

I have read all terms and conditions for participation in the RCCO 2003 Organ Festival as outlined in this document, and I agree to those terms.

Signature: _____ **Date:** _____

Please make funds payable to "RCCO 2003" and send with application form to Christ Church Cathedral, 439 Queen Street, Ottawa, ON K1R 5A6

Credit card authorization*: VISA Mastercard AMEX

Card No.: _____ Exp.: ____/____

Name on card (PRINT): _____

Signature: _____

* Please make credit card payments in Canadian funds.

**Please forward completed form
with payment to:**

**Christ Church Cathedral
439 Queen Street
Ottawa, ON
K1R 5A6**

or fax to: (613) 724-5964

For office use only:

Date Received with full payment _____

Confirmed by _____