



Orgelfest
OTTAWA
2013



Guide for Advertisers & Exhibitors

Advertisers

Convention Programme Advertising

The Orgelfest convention programme is a full-colour book printed on letter-size pages in landscape orientation (8.5 inches high, 11 inches wide), spiral bound on the short edge.

Advertisements may be submitted in camera-ready hard copy or in electronic form, via email attachment (print-quality PDF preferred) or mailed in on digital media such as a CD or DVD. Text files are to be submitted as Microsoft Word .doc or .docx files.



Ads submitted in digital format must meet the following guidelines:

- PC or Mac compatible
- PhotoShop, Illustrator, print-quality PDF
- Must embed all font files or convert text to paths
- Scanned images in TIF or PNG format, CMYK or grayscale, at 300 ppi
- Vector art provided in AI or EPS format

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

Rick St. Germain
628 Tourelle Drive
Orleans, ON K4A 3H4
tel: (613) 841-0246
email: rick.stgermain@rcco-ottawa.ca

** Deadline for submissions is May 31, 2013*

Ad Sizes and costs

Covers (full page):	Back outside	\$850
	Inside	\$750
Inside pages:	Full page	\$400
	Half page	\$250
	Quarter page	\$150
	Eighth page	\$ 80 (business card size)

All prices listed are in Canadian dollars.

*VISA, MC and AMEX payments accepted and processed in Canadian funds;
cheques in American funds accepted at par.*

Please refer to the enclosed Exhibitor Application Form for discount information.

Enclosures in Orgelfest Tote Bags

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 tote bags. The fee for this service is \$250. This fee and the materials to be included must be delivered before June 30, 2013 to:

Orgelfest 2013,
c/o St. Peter's Evangelical Lutheran Church
400 Sparks Street
Ottawa, ON K1R 5A2

Please refer to the enclosed Exhibitor Application Form for discount information

Sponsorship of an Individual Event

Concert sponsorship: \$1000

Workshop sponsorship: \$400

Recognition: 4 tickets to the concert
Listing in the Orgelfest programme book
Listing in the concert programme (handout)
Introduced at concert as a sponsor
Sponsorship recognized on the Orgelfest website

Recognition: 2 places at the workshop
Listing in the Orgelfest programme book
Introduced at workshop as a sponsor
Sponsorship recognized on the Orgelfest website

** Submissions due by May 31, 2013 and assigned on first-come, first-served basis*

Concerts

- Ottawa Bach Choir
- Jennifer Loveless
- Rachel Laurin
- Cathedral Girls' Choir
- Angela Hewitt
- ~~Thomas Annand~~ -- sponsored
- ~~Christian Lane~~ -- sponsored

Workshops

- Kirkland Adsett
- James Bailey
- Giles Bryant
- Neil Cockburn
- Valerie Hall
- Margaret Leask
- David Peters
- Mark Sirett

Hymn Tune Competition

First Prize (\$500)
Third Prize (\$100)

Sponsor would be recognized on the Orgelfest website and at the announcement of the competition winners.

Point of contact

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

Robert Jones
P.O. Box 768
Chesterville, ON K0C 1H0
tel: (613) 448-1647
email: robert.jones@rcco-ottawa.ca

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: robert.jones@rcco-ottawa.ca

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 May 31, 2013 for the exhibitor's name to be listed in the Orgelfest programme book.

Exhibit space pricing

One 8-foot table and chairs: \$300 (*Draperies are provided for each table.*)
Additional tables: \$250 each

Demonstration / Private Exhibit Room

Confederation Room (14' x 20'): \$950

This room is in the vicinity of the Exhibit Hall and may be made available for a single exhibitor if so desired.

*For more information about the exhibit rooms, call Robert Jones at (613) 448-1647
or email at robert.jones@rcco-ottawa.ca*

Please see the enclosed Exhibitor Application Form for other special discounts.

WiFi is available in the Exhibit rooms at no charge, but it is "unsecure". Use of this WiFi network for credit card transactions is not recommended. Exhibitors receiving payment from customers should process the payments by cash or cheque, mechanical credit card imprint machine, or wireless payment terminals such as Global, Chase, Moneris. Global uses a cellular network, while Chase and Moneris work off the internet.

*Please refer to the enclosed Exhibitor 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. Aug 11:	Set up after 12:00 noon 3:00 pm - 7:00 pm After evening concert to 12:00 midnight
Mon. Aug 12:	8:00 am - 9:00 am 1:30 pm - 7:00 pm After evening concert to 12:00 midnight
Tue. Aug 13:	8:00 am - 9:00 am 1:30 pm - 7:00 pm After evening concert to 12:00 midnight
Wed. Aug 14:	8:00 am - 9:00 am After banquet to 12:00 midnight
Thu. Aug 15:	8:00 am - 12:00 noon Clear all materials after 12:00 noon

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, 2013, all exhibit fees, less a service fee of \$50, will be refunded. Cancellation on or after June 1, 2013 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.

Exhibitor 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:* May 31, 2013 Workshop \$400 \$ _____

Name of event to be sponsored (see page 3 for event listings):

Exhibit Table(s) only: \$300 \$ _____

___ additional tables @ \$250 each \$ _____

Demonstration Room only: Confederation Room \$1600 \$ _____

Enclosure in Registration Packets only: \$250 \$ _____

* *Deadline:* June 30, 2013

Advertisement in Programme Booklet only: \$ _____

* *Deadline:* May 31, 2013 (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 Tote Bags \$350 \$ _____

Confederation Room & Full Page Ad \$1,250 \$ _____

Confederation Room & Half Page Ad \$1,150 \$ _____

Total Amount: \$ _____

I have read all terms and conditions for participation in the RCCO's Orgelfest Ottawa 2013 convention as outlined in this document, and I agree to those terms.

Signature: _____ **Date:** _____

Please make payment to "RCCO Ottawa Centre" in Canadian or US funds (at par) and send with application form to:

Orgelfest 2013, c/o St. Peter's Evangelical Lutheran Church, 400 Sparks Street, Ottawa, ON K1R 5A2
or fax to: (613) 233-9936

Payment Method: Cheque Money Order
 VISA Mastercard AMEX

Card No.: _____ Exp.: ____/____

Name on card (PRINT): _____

Signature: _____

For office use only: Date Received with full payment _____ **Confirmed by** _____