



Somerset Folk Harp Festival

July 23-26, 2015
Hilton Parsippany
Parsippany NJ
www.somersettharpfest.com

EXHIBITOR RATE SHEET

EXHIBIT HALL OPENS FRIDAY AT 11AM AND CLOSSES SUNDAY AT 3PM

If responding after March 31, please call and discuss booth availability before sending the contract. **While there is no deadline, the best booths in the best locations will go quickly.**

Booth Specifications

Non-refundable deposit of \$250 per booth required to reserve

Size: 10'x10'

Cost: \$495 each *Sign-up by 12/20/14 and take \$50 off each booth. 2014 vendors are "friends of the festival" and can take an additional \$50 off each booth. Discounts end 12/20/2014.*

Corner booths: available with minimum 2-booth purchase *plus* \$50. Include with deposit. Limited number. First come-first served.

Location: All booths are inside the exhibit hall. Festival director will assign all spaces and reserves the right to reassign spaces.

Furniture: It is **included** at no additional charge. Each booth is entitled to two tables and chairs.

Electricity & phone hookup: available for additional charge from the hotel. See the Hilton Service Order form on the next 2 pages. We *do not* guarantee access to a wall outlet! We must adhere to local fire safety regulations.

Decorator services: pipe & drape for all booths only. Table vendors not guaranteed to have hanging space for banners behind them.

Content: Display must be orderly and blend in with the folk harp theme of our festival.

Sharing: 2 exhibitors may share a booth with the consent of the festival director. Only those exhibitors whose names are on the contract are permitted to exhibit in the assigned booth.

Table Space

Cost: \$250 each. **Non-refundable deposit of \$250 per space required.**

Location: Table spaces can be located inside the Exhibit Hall or outside the exhibit hall in the festival lobby, depending on the number of vendors. First responders get space inside the Exhibit Hall.

Furniture: one 6-ft table and 2 chairs are included. Make sure you have a way to attach your banner or signage to the table or on a free-standing easel on the table top or behind your table.

Electricity & phone hookup: **not guaranteed** to be available depending on location.

Content: tables are intended for vendors with one or two products to exhibit/sell. You are entitled to table-top space and the area behind your table.

Sharing: no sharing for table space.

STORAGE SPACE

Harp cases and boxes are stowed in one of the meeting rooms directly outside the exhibit hall area.

WEBSITE SPACE: all vendors and their logos and links are included on our website.

PAYMENT DEADLINE: full payment on the balance is due by **April 1, 2015.**



The Somerset Folk Harp Festival

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Hilton Parsippany

SERVICE ORDER FORM

(Return this form with check payable to the Hilton Parsippany at One Hilton Court, Parsippany, NJ 07054 or use the attached credit card authorization and send a copy of the front and back of your credit card. You can fax your completed forms to 973-984-2896.)

Company _____

Today's Date: _____

Address: _____

Function Date: _____

Telephone: _____

Start Time: _____

Fax #: _____

Clean-up Time: _____

Booth # _____

Contact Name (print) _____

ITEM	QUANTITY	PRICE	TOTAL
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115 VAC

20 Amp	_____	\$75.00/Day	_____
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60 Amp Distribution Panel	_____	\$85.00/Day	_____
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(6-20amp circuits)

208 VAC Single Phase

20 Amp	_____	\$150.00/Day	_____
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100 Amp 3 Phase Cam Lock	_____	\$300.00/Day	_____
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200 Amp 3 Phase Cam Lock	_____	\$600.00/Day	_____
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(Production Company To Provide Their Own Distribution Panels, Cords, Etc. For 100 Amp and 200 Amp Drops)

PHONE REQUEST

House phone + 9*	_____	\$75.00/Day	_____
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DID line**	_____	\$100.00/Day	_____
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Wireless Internet***	_____	\$50.00/Per IP Address/Day	_____
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(only wireless offered for Vendors)

SubTotal: _____

X # Days _____

7% Tax _____

Total _____

*House +9: Used for outside phone calls. All incoming calls through hotel PBX only.

** DID Line: Used for incoming or outgoing calls without the use of the hotel operator.

***Internet Line: This is line provides immediate Internet connection; ETHERNET CARD REQUIRED.

Note: NO POWER WILL BE CONNECTED TO EQUIPMENT THAT DOES NOT CONFORM TO NJ ELECTRICAL CODE

ALL REQUESTS MUST BE SUBMITTED 5 DAYS PRIOR OR AN ADDITIONAL 25% SURCHARGE WILL APPLY.

CREDIT CARD AUTHORIZATION FORM

I hereby authorize the Hilton Parsippany to charge my credit card for the following charges:

- _____ All Charges
- _____ Room & Tax
- _____ Banquet & A/V Changes
- _____ Incidental Charges
- _____ Restaurant Charges
- _____ Business Center
- _____ Other: _____

Group/Company/Meeting Name: _____

Sleeping Reservation Dates: From: _____ To: _____

Meeting Room Dates: From: _____ To: _____

Total Estimated Charges: _____

Credit Card Type _____AX _____VI _____MC _____DC _____DN _____OTHER

Name As It Appears On Card: _____

Credit Card Number: _____

Expiration Date: _____

Address: _____ City _____ State _____ Zip _____

Signature: _____

In addition to this form, please fax a legible copy (front & back of your credit card)

Hotel Use Only:

Sales File Copy

Accounting Copy – Koren Kardos

Sales Manager: _____

Catering Manager: _____