

flûte

FESTIVAL

LA CÔTE FLÛTE FESTIVAL

La Côte Flûte Festival

Switzerland

October 4-7, 2018

COMMITMENT

A BIENNIAL SPOTLIGHT ON ARTISTS AND PROFESSIONS OF THE FLUTE THAT THE FESTIVAL CALLS UPON IN THE NAME OF MUSIC.

CONVIVIALITY

SHARING A TIME THAT DREAMS, APPEARS, EVOLVES, SURPASSES ITSELF AND BECOMES ART.

SYNERGIES

A TIME, PRETEXT FOR ARTISTIC CREATIONS AND COMMERCIAL EXCHANGES, LOCALLY AND INTERNATIONALLY.

TRADITION AND STRENGTH OF INNOVATION

A GLIMPSE INTO THE PAST, HEAD IN THE PRESENT, VISIONS IN THE FUTURE, THE SOURCES OF A MULTICOLORED PROGRAMME FROM BAROQUE TO JAZZ.



THE SWISS AUTUMN FLUTE MEETING

2-5 OCTOBER, 2014

6-9 OCTOBER, 2016

4-7 OCTOBER, 2018

1-4 OCTOBER, 2020

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Exhibitor Packet

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Festival 2018

You are cordially invited to exhibit your products and services during this assembly of professional flutists, flute teachers, flute students and flute enthusiasts. The exhibit will take place in the complex of the Grand-Champ Theatre in Gland, Switzerland.

The following fee schedule is mandated by the Festival:

Fee per booth reserved on or **before January 31, 2018:**

Full booth: 400.00 CHF

Small booth: 230.00 CHF

If reserved **after January 31, 2018:**

Full booth: 450.00 CHF

Small booth: 255.00 CHF

Cultural partners:

Free stand, with services in return.

You may include a **500 characters** (or less) product/services description that will appear in the festival program, and send your logo.

Be sure that your airline or other reservations allow you to stay for the entire festival exhibit hours as specified in the Exhibitor Information & Regulations.

We hope you will join us for the second of this flute festival in Switzerland!

Exhibitor information and regulations

I. GENERAL INFORMATION

a. INVITATION

The second edition of La Côte Flûte Festival will take place October 4 through 7, 2018 in the La Côte region, between Geneva and Lausanne, Switzerland. The target scope of the festival is 40 concerts, masterclasses and workshops.

b. LOCATIONS

Exhibit Hall is located in the Grand-Champ Theatre complex in Gland. The festival will take place in Gland, in the Grand-Champ Theatre, but also in several locations in Gland and/or nearby villages.

EXHIBIT HOURS:

Installation: Friday, Oct. 7, 8:30 AM to 10:30 AM

Exhibitors may enter the hall before the open hours: Friday through Sunday, 8:30 AM to 7:30 PM

DAILY OPEN HOURS:

Friday and Saturday, 10:30 AM to 6:30 PM

Sunday 10:30 AM to 4:30 PM

Dismantling: Sunday, Oct. 5 2014, 4:30 to 6:00 PM

The exhibition hall will be open to exhibitors 2 hours before the official opening each day and 1 hour after closing.

c. EXHIBIT SPACE RESERVATIONS

Exhibitors may rent tables of 3 meters or 1.2 meters. Exhibitors may reserve an unlimited number, pending availability. To reserve a table, complete the online form on the following page:

<http://www.flutefestival.ch/cms/en/exhibition18/>

Any questions, please contact Carole Reuge:

Phone +41 78 888 7170

Email info@flutefestival.ch

II. SPACE ASSIGNMENT

a. GENERAL INFORMATION

Exhibitors will be assigned exhibit spaces by the Festival Committee. These assignments will be made in the order that reservations are received. Space assignments will be made until the exhibition spaces are full. After the spaces are determined to be full, any additional request will be promptly refunded.

EXHIBIT SPACE ASSIGNMENT SYSTEM: All «La Côte Flûte Festival»

b. NOTIFICATION ON BOOTH LOCATIONS

Firms will be notified of their booth assignments after August 31, 2018. Those submitting late reservations will be notified within two weeks of receipt of their reservations.

III. FEES AND PAYMENT OPTIONS

All payments can be made by through PayPal, via the Festival web site at www.flutefestival.ch or or with a direct transfer on our Swiss Post account:

Name and address of receiving bank:

PostFinance SA
Mingerstrasse 20
3030 Berne
Suisse

Receiving bank Swift code/BIC:

POFI CH BE

Beneficiary name:

Festival de Flûte de la Côte
1196 Gland

Beneficiary account number (IBAN):

CH97 0900 0000 1214 4919 0
account number: 12-144-919-0

Fee per booth reservation on or before January 31, 2018

Full booth: 400.00 CHF	Small booth: 230.00 CHF	Cultural partners: free
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Fee per booth reserved after January 31, 2018

Full booth: 450.00 CHF	Small booth: 255.00 CHF	Cultural partners: free
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Phone reservations will not be accepted. Foreign firms must submit payment in CHF (Swiss francs) by a direct transfer on the festival account or through PayPal. There will be a charge on all returned checks. All the forms are on our web site to fill online or print and mail. Full payment must be included with the SPACE RESERVATION FORM & CONTRACT.

a. ADDITIONAL CHARGES:

Foreign additional fees:

Europe 5.00 CHF

Overseas: 20.00 CHF

Cultural partners: free

Additional registration badges (beyond the two provided per space reserved) if ordered on the SPACE RESERVATION FORM & CONTRACT: 50.00 CHF each. If purchased at the festival: 70.00 CHF. There will be a 20.00 CHF charge for any lost badge.

b. REFUNDS

Only written requests for refunds will be honored. Refunds of fees for booths, and additional registration badges will be made according to this schedule:

100% if request is received on or before June 30 2016; 50% if received July 1 through August 31, 2016; no refunds will be made if the request is received after August 31, 2018. The foreign additional fees are not refundable.

IV. PRODUCTS SERVICES DESCRIPTION

Each exhibitor may include a factual statement of 500 characters or less describing the products offered and services provided. This statement must be free of all self-serving proclamations of unproven sales and quality leadership. La Côte Flûte Festival reserves the right to edit program copy for consistency throughout the listings and to eliminate any of the above claims. Each commercial firm whose dues have been paid on or before **March 31, 2018** will be listed in the official festival program. Included will be name of firm, address, telephone, email, and the legal representative who signs the SPACE RESERVATION FORM & CONTRACT. The 500 characters or less products/services description will be included, if provided on time.

V. PROGRAM ADVERTISING

Advertising in the festival program is an excellent way to generate interest in your exhibit and to remind attendees of your presence. The FESTIVAL ADVERTISING OPPORTUNITIES are available on the festival's website www.flutefestival.ch.

VI. BOOTH EQUIPMENT AND SERVICE

Each table will be 3 meters wide for a full booth or 1.2 meters for a small booth, equipped with a table cloth and chairs.

Questions may be directed by mail:

info@flutefestival.ch

VII. ADVANCE SHIPPING

No advance shipping will be available

VIII. SALES TAXES AND LICENSING

Exhibitors are permitted to sell and take orders on the exhibition floor. Each exhibitor is responsible for his own sales, and official sales formalities and customs regulations in Switzerland. The festival encourages the European exhibitors to make an ATA carnet for their goods.

X. EXHIBITOR HOUSING

Hotel information is available on the festival website on the page "General information". In order for the Festival to meet its room quotas, which enables festival and exhibitor costs to be kept down, it is important that exhibitors identify themselves as attending the festival when making room reservations at the official hotel.

XII. LIABILITY AND INSURANCE

Each exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damages to displays, equipment and other property brought upon the hotel and exhibition hall premises and shall indemnify, and defend, and hold harmless La Côte Flûte Festival, the Hotel and its officers or owners, affiliated companies, agents, servants, employees, and directors harmless against all claims, losses, and damages. Exhibitor acknowledges that La Côte Flûte Festival, and or, the Grand-Champ Theatre do not maintain insurance covering exhibitors' property, and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering any losses by the Exhibitor, arising from any cause whatsoever.

XIII. SECURITY

Festival staff will be on duty in the exhibition hall from installation through the close of dismantling period at 6:30 p.m. on Sunday evening, October 7, 2018.

THE FOLLOWING IS A LIST OF SECURITY POLICIES AND PROCEDURES TO BE ENFORCED DURING THE FESTIVAL:

All festival attendees and exhibitors must wear festival badges prominently displayed while in the exhibit hall. Instruments and headjoints should be displayed separate from their cases. No instruments or headjoints will be permitted to leave the exhibit spaces unless in a case. Music and books being removed from the exhibit hall must be in official bags provided by the festival. No one will be admitted to the exhibit hall after it is closed.

Problems should be brought to the attention of the festival staff who will notify a festival manager. Exhibitors are reminded that they must maintain their own liability, loss and other insurance.

The hall will be open to exhibitors 2 hours before opening of the hall and 1 hour after closing. **NO EXCEPTIONS!**

XIV. GENERAL REGULATIONS

a. HOURS KEPT

Exhibitors will not be permitted to set up their displays at the festival until all fees have been paid in full.

Each stand must be staffed at all times during the published exhibit hours. Security will be provided from the time of set-up until freight is removed by the exhibit service crew. To achieve maximum security, all exhibitors must close their exhibits promptly at closing time each day. **All exhibitors are required to keep their exhibits open until the final closing hour of the last day of the festival.** Each exhibitor expressly agrees to set up and dismantle according to the published schedule. This is a part of the contractual exhibitor agreement.

b. BOOTH

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. All decorations shall conform to requirements of the Grand-Champ theatre. In addition, all decorations shall conform to all local safety and fire codes. Exits, fire stations, and fire extinguisher equipment must not be obstructed.

No exhibitor can move into vacant booths of no shows. If you want to purchase additional space, please check with the festival (Email info@flutefestival.ch)

c. SALES ACTIVITY

During exhibit hall hours, all demonstrations or other sales activities must be confined to the limits of the exhibit booth.

To ensure uniform sales opportunities, the exhibit spaces are reserved for commercial sales and demonstrations. Artists may be encouraged by exhibitors to sign autographs and promote sales; however, performances are prohibited.

The Exhibit Spaces are the sole site of all commercial activity. Any company that attempts to shift their exhibit activity off the Exhibit floor during exhibit hours will be subject to a warning. Two warnings will result in disciplinary action as described below. The Festival Board or their agents maintain the right to determine if a vendor is in violation or intent of these regulations. If necessary, the following disciplinary action will be taken:

- A notification will be issued to the violator on-site asking the violator to cease and desist.

No exhibitor is permitted to show goods other than those manufactured and or distributed by his firm in the regular course of business. Engaging in deceptive trade practices is prohibited. Such practices include but are not limited to illegal or unauthorized imports, and violations of patent, intellectual property, or copyright. No exhibitor may obtain exhibit space anywhere outside the designated exhibit area.

No individual, firm or organization not assigned exhibit space will be permitted to solicit business within the exhibit area.

d. FESTIVAL LOGO

Use of La Côte Flûte Festival's logo without written permission is strictly prohibited.

e. TRADE PRACTICES

The Festival reserves the right to immediately restrain, prohibit, or take any action against any exhibitor whose methods or practices are determined to be objectionable, whether legal or non-legal, and/or detract from the quality and integrity of the La Côte Flûte Festival. Such practices shall include, but not be limited to, the appearance of unfair trade practices and deceptive marketing techniques. An exhibitor who fails to rectify an objectionable situation immediately may be subject to any or all of the following actions:

- A notification requiring the violator to cease and desist
- The festival may close the exhibit until such time as the situation is remedied, with no refund. Whenever the Festival takes such action, the exhibitor may request further review by the Festival Board, who may affirm, reverse, or modify the decision, or take any other action deemed just or necessary under the circumstances. Such action may include a ban from exhibiting at the next La Côte Flûte Festival.

If an exhibitor takes exception to the sales activities of another exhibitor, it is the responsibility of the manufacturer, distributor, or sole proprietor to pursue the issue through the legal system at his/her own expense, not through the Festival. The Festival shall not, under any circumstances, mediate or resolve disputes between exhibitors. All corrective action pursued and/or taken against a violator of the terms and conditions stated herein is done for the sole benefit of the Festival.

f. NAME BADGES

Each exhibitor will be allowed two name badges per exhibit space rented. It is imperative that exhibitors only distribute festival badges to bonafide and authorized exhibitors working in their booth.

Additional name badges (beyond two per booth) will be charged at the rate of 50.00 CHF.

g. AMPLIFICATION

Amplified instruments will not be permitted in the exhibit area.

h. CONTRACT

These rules and regulations become part of the contract between the exhibitor and the La Côte Flûte Festival. Any point not specifically covered is subject to the decision of the Exhibits Management with appeal to the Board of La Côte Flûte Festival, whose decision shall be final.

i. MISCELLANEOUS

Photographs may be taken in the exhibit spaces. There will be no smoking in the exhibition hall.