

RULES AND REGULATIONS

Exhibition 2024

I. GENERAL INFORMATION

a. INVITATION

The eleventh edition of the Golden Flute Classic Festival (formerly known as La Côte Flûte Festival) will take place from October 3 to 6, 2024, in the Côte region, between Geneva and Lausanne, Switzerland.

b. VENUES

The Grand-Champ Theater is located in Gland, between Geneva and Lausanne. The festival will be held at the Grand-Champ Theater, as well as at the Gland Temple, Prangins Castle, and the Conservatory of Nyon. Exhibition: Grand Champ Theater halls.

EXHIBITION SCHEDULE:

Installation:

- Wednesday, October 2, between 16:00 and 20:00 "
- Thursday, October 3, between 08:30 and 10:30
- Friday, October 4, between 08:30 and 10:30

Exhibitors can access their stands from 08:30 before the opening hours.

EXHIBITION OPENING HOURS:

Thursday, Friday, and Saturday: 10:30 to 18:30

Sunday: 10:30 to 16:30

Dismantling: Sunday, October 6, from 16:30 to 18:00

c. STAND RESERVATION

Exhibitors can reserve tables of 3 meters or 1.20 meters. Exhibitors can reserve an unlimited number of tables, subject to availability. To reserve a table, please complete the online form at the following address: <https://www.flutefestival.ch/cms/expo2021/> For any questions, please contact Carole Reuge +41 78 888 7170 / Email direction@flutefestival.ch

II. ALLOCATION OF SPACE

a. GENERAL INFORMATION

A stand will be allocated to exhibitors by the Festival Committee. This allocation will be made in the order of receipt of reservations. Stands will be allocated until the exhibition spaces are fully occupied. Once spaces are full, any already paid requests will be promptly refunded.

STAND ALLOCATION SYSTEM:

Exclusively by Golden Flute Classic

b. NOTIFICATION OF STAND LOCATION

Exhibitors will be informed of their stand location upon arrival at the exhibition venue.

III. FEES AND PAYMENT OPTIONS

Payments can be made by bank transfer to the festival's account (SEPA transfer) or online through platforms like Transferwise (www.transferwise.com).

BANK NAME AND ADDRESS:

PostFinance SA
Mingerstrasse 20
3030 Bern Switzerland
Swift code/BIC:
POFI CH BE

BENEFICIARY'S NAME:

Swiss Flute Society - Golden Flute Classic
1196 Gland
Account number (IBAN):
CH97 0900 0000 1214 4919 0
Account number: 12-144-919-0

STAND FEE

Standard stand (3m table)	Small stand (1m20 table)	Cultural partners
500.00 CHF	300.00 CHF	Free

Phone reservations will not be considered. Foreign companies must make their payment in CHF (Swiss Francs), transferred directly to the festival's account. Cheques are not accepted.

a. ADDITIONAL BADGES

Additional badge (two badges are provided for each reserved stand). Fee for an additional badge: Purchase on the stand reservation form: 50.00 CHF per badge. Purchase during the festival: 70 CHF per badge. A fee of 20.00 will be charged for any lost badge.

b. REFUNDS

Only written requests will be considered for a refund. Refunds for stand fees and additional badges will be made under the following conditions:

- 100% if the request is made before July 31, 2024
- 50% if the request is made before August 31, 2024
- No refunds will be made after August 31, 2024, unless due to illness and upon presentation of a medical certificate.

IV. PRODUCT AND SERVICE DESCRIPTION

Each exhibitor can include a factual description of 500 characters or less, describing the products or services offered. This description cannot contain advertisements for unauthorized sale items for the company. The Golden Flute Classic reserves the right to eliminate any text that does not conform to the legal activities of the business. Each commercial company that has paid exhibitor fees on or before June 15, 2024, will be featured in the festival program. The program will include the company name, address, phone, email, and the legal representative who signed the STAND RESERVATION AND CONTRACT FORM. The product/

service description of 500 characters or less will be included in the program if provided on time.

V. ADVERTISEMENTS IN THE PROGRAM

Placing an ad in the official festival program is an excellent way to generate interest in your exhibition stand and remind participants of your presence at the festival. OPTIONS FOR SPONSORS are available upon request. A 1/8-page advertisement is offered to all exhibitors. All ads must be submitted by June 15, 2024, to be published in the program.

VI. STAND EQUIPMENT AND SERVICES

Each table will measure 3 meters long for a full stand and 1.2 meters for a small stand, equipped with a tablecloth and chairs.

Please address your questions to the following email address:
info@flutefestival.ch

VII. ADVANCE MATERIAL SHIPPING

No advance shipment of materials will be accepted.

VIII. SALES TAXES AND LICENSES

Exhibitors have the right to sell and take orders on the exhibition floor. Each exhibitor is responsible for their own sales and the licenses and official documents necessary for selling in Switzerland or crossing the border. For European companies, the festival recommends obtaining an ATA carnet.

X. EXHIBITOR ACCOMMODATION

The official hotel of the festival is the Everness Hotel in Chavannes de Bogis (15 minutes from the exhibition site by car or with the festival shuttle). To benefit from the advantageous rate, it is important for exhibitors to identify themselves as participants in the festival when booking a room at the official hotel.

XII. RESPONSIBILITIES AND INSURANCE

Each exhibitor assumes full responsibility for losses, damages, and claims in the hotel and exhibition hall on the items brought and must indemnify, defend, and discharge Golden Flute Classic, the hotel and its employees, owners, affiliated companies, agents, and directors. Exhibitors acknowledge that the Golden Flute Classic and/or the Grand-Champ Theater do not provide insurance coverage for the exhibitor's property, and it is the exhibitor's sole responsibility to obtain insurance to cover potential damages and losses, regardless of the causes.

XIII. SECURITY

Festival staff will be present in the exhibition hall from setup to closure at 6:30 pm on Sunday, October 6, 2024.

SECURITY RULES AND PROCEDURES TO BE FOLLOWED DURING THE FESTIVAL

All festival participants must wear the festival badge and must be prominently visible in the exhibition hall. Instruments and mouthpieces must be displayed separately from their boxes. No instrument or mouthpiece may leave the exhibition hall without its box. Scores and books leaving the exhibition hall must be in official bags provided by the festival. No one will be admitted to the exhibition hall after its closure. Issues should be reported to festival staff, who will notify a member of the management. We remind exhibitors that they must ensure their own liability, losses, and other insurances. The exhibition hall will be open to exhibitors two hours before opening and one hour after closing. **NO EXCEPTIONS!**

XIV. GENERAL REGULATIONS

a. TIMINGS

Exhibitors will not be allowed to display their equipment until their fees have been fully paid. Each stand must be occupied by a responsible person during official exhibition hours. Festival staff will be on-site from setup to dismantling by the exhibition team. For maximum security, exhibitors must close their stands promptly after closing each day. Each exhibitor must keep their stand open until the closing time on the last day of the festival. Each exhibitor expressly agrees to set up and dismantle their stand at the published times. This is part of the contractual agreement.

b. STAND

Each stand must conform to the size of the allocated space and must be arranged not to obstruct the view or interfere with other stands. All decorations must comply with the conditions of the Grand-Champ Theater. Additionally, all decorations must comply with the safety and fire codes of the venue. Exits and fire extinguishers must not be obstructed. No exhibitor may move into an unoccupied stand. If you wish to purchase additional space, please contact the festival (Email info@flutefestival.ch)

c. SALES

During exhibition hours, any demonstration or other sales activity must be within the provided space. To ensure equal chances of sale, exhibition spaces are reserved for commercial sales and demonstrations only. Artists may be encouraged by exhibitors to sign autographs and promote sales; however, performances and concerts not announced during registration are prohibited. Exhibition spaces are the only sites for any commercial activity. Any company attempting to conduct business outside these spaces during exhibition hours will receive a warning. After two warnings, disciplinary action will be taken, as described below. The festival committee and its agents have the right to determine if a seller is in violation or intends not to comply with these rules. If necessary, the following disciplinary measures will be taken:

- A notice will be given to the offender on-site, asking the offender to cease.

No exhibitor is authorized to display goods other than those manufactured or distributed by their company in its regular course of business. Engaging in fraudulent practices is prohibited. Such practices include but are not limited to illegal imports, violations of patents, intellectual property, or copyright. No exhibitor is allowed to obtain space outside the designated areas. No individual, company, or organization without an assigned stand will be allowed to solicit business in the exhibition hall.

d. FESTIVAL LOGO

Upon request, the Golden Flute Classic logo can be used for promotional purposes of the exhibitor's participation in the event.

e. BUSINESS PRACTICES

The festival reserves the right to immediately reduce, prohibit, or take any other action against any exhibitor whose methods and practices are deemed contrary to the principles of the festival, whether legal or illegal, and/or threaten the quality and integrity of the Golden Flute Classic. Such practices include but are not limited to the appearance of dishonest trade and deceptive marketing techniques. An exhibitor who does not rectify their deemed unhealthy methods may be subject to the following immediate actions:

- A notice instructing the offender to cease immediately.
- The festival may close the exhibition stand until the situation is resolved, with no refund of exhibition fees.

When the festival takes such actions, the exhibitor may appeal to the Festival Committee, which may confirm, reverse, or modify the decision or make any fair or necessary decision in the given circumstances. Such actions may include a ban on exhibiting at the next Golden Flute Classic. If an exhibitor exceptionally takes responsibility for the sales activities of another exhibitor, it is the sole responsibility of the distributor, manufacturer, or owner of sales to follow the rules of the legal system at their own expense and not through the festival. Any action taken in violation of these conditions will be taken for the sole benefit of the festival.

f. NAMED BADGES

Each exhibitor is authorized to have two named badges per rented stand. It is imperative that exhibitors distribute badges only to authorized persons working at their stand. Any additional badges will be sold for the price of 50.- CHF.

g. AMPLIFICATION

Amplified instruments will not be allowed in the exhibition spaces.

h. CONTRACT

These rules and regulations are an integral part of the contract between the exhibitor and Golden Flute Classic. Any point not specifically mentioned will be decided by the exhibition officials, with reference to the Golden Flute Classic Committee, whose decision will be final.

i. MISCELLANEOUS

Photos may be taken in the exhibition spaces. Smoking will not be allowed in the exhibition hall