



## **Invitation to Exhibit & Become a Sponsor**

We welcome exhibitors and sponsors to showcase your products with us, offering a prime opportunity to highlight your innovations and connect with a diverse audience. Join us for the 50th annual International Trumpet Guild Conference, held in Rochester, New York (USA) at the Eastman School of Music from May 26-30, 2026.

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### **Private and Semi-Private Exhibit Space**

Private and semi-private rooms are limited. They will first be offered to our 2025 Private and Semi-Private Exhibitors. Unclaimed rooms will be available on a first-come, first-served basis. Because of high demand for private and semi-private rooms, full payment is required at the time of invoice. 2026 Private and Semi-Private Exhibitors will receive priority exhibit space booking for the 2027 conference.

### **Shared Exhibit Space**

A non-refundable deposit of 50% is required to secure your space. The full balance is due by February 15, 2026. Full details and payment plans can be found in the registration form. Spaces may only be reserved once a completed form is received by the Conference Director and ITG Treasurer.

### **Reserved Exhibit Spaces include:**

- General Lighting
- 6' tables with chairs, according to your Tier level
- A Full Listing in the Conference Program
- A Full Listing on the Conference Website
- Conference Badges according to Tier level
- Electrical and Wireless Internet
- Area Wastebasket

### **Exhibitor Schedule**

- Tuesday: 12:00 P.M. – 7:00 P.M. (Exhibitor Load-In)
- Wednesday: 9:30 A.M. – 5:00 P.M.
- Thursday: 9:30 A.M. – 5:00 P.M.
- Friday: 9:30 A.M. – 5:00 P.M.
- Saturday: 9:30 A.M. – 1:00 P.M.
- Saturday: 1:00 P.M. – 5:00 P.M. (Exhibitor Load-Out)

## **Lodging**

Lodging is at the Hyatt Regency Rochester. Learn more about our room block by visiting the [Conference Website](#).

Room Rates at this hotel are \$149 + Tax/Night. Available options are:

- 1 King Bed
- 2 Queen Beds

## **Contract & Regulations**

General information for exhibitors, including email updates and regulations, becomes a part of the contract between the Exhibitor and the International Trumpet Guild. We respectfully request the full cooperation of exhibitors in their observance. Any points not covered herein shall be addressed by the 2026 ITG Conference Staff. In addition, exhibitors must comply with Eastman School of Music, local, state, and national fire laws.

## **Early Departure**

To ensure show quality and minimize liability, exhibitors may not dismantle their display until the ITG Conference's official closing exhibit hours. If an exhibitor dismantles early, said exhibitor's ability to exhibit at future conferences will be at the Conference Director & ITG's discretion. Should extraordinary events require an early departure from the Conference, the exhibitor must notify ITG's Conference Director onsite and make arrangements for such an occurrence.

## **Show Liability Insurance**

- Exhibitors agree to maintain such insurance that will fully protect the International Trumpet Guild Conference from any and all claims of any nature whatsoever, including claims under the Workers' Compensation Act, and for personal injury, including death, which may arise in connection with the installation, operation, or dismantling of the exhibitor's display. The exhibitor agrees to indemnify and hold harmless the ITG Conference for any such claims, irrespective of insurance coverage.
- The exhibitor further acknowledges that insurance covering the exhibit and/or property against damage and business interruption losses is the sole responsibility of the exhibitor. Exhibitors wishing to insure their property must do so at their own expense. (Exhibitors are advised to add to their insurance a portal-to-portal coverage protecting them against the loss/damage to their materials by fire, theft, accident, etc.) All exhibitors should have at least one attendant by their table at all times, especially when exhibits are being moved in and out, to protect themselves against loss. No responsibility is assumed by the ITG Conference for goods delivered to the "exhibit areas," or for materials left in the "exhibit areas" at any time.
- Exhibitors are required to have Certificates of Insurance available for inspection by the ITG Conference. Care should be taken to ensure that all insurance is valid in the city where the ITG Conference is held.

## **Non-Liability**

- It is expressly understood and agreed by each contracting exhibitor and his or her guests that neither the International Trumpet Guild Conference nor its employees nor their contractors shall be liable for loss or damage to the goods or properties of exhibitors.
- On signing the Exhibit Space Rental Agreement, the exhibitor releases and agrees to indemnify the ITG Conference, their coordinators, officers, members, sponsors, employees, and agents and hold them harmless from any suit or claim for property damage or personal injury (including punitive damages) by whomsoever sustained, including exhibitor and exhibitor's agents or employees on or about the exhibitor's display space or arising out of exhibitor's participation in the exhibition, expressly including such damage or injury resulting in any part from the negligence of one or more of the aforementioned indemnities.
- The performance of this agreement by either party is subject to acts of God, war, government regulation, disaster, civil disorder, curtailment of transportation facilities, or other emergency over which either party has control, making it illegal or impossible to provide the facilities or to hold the function.
- The Eastman School of Music is not liable to the exhibitors for any damage to or for the loss or destruction of any exhibit or the property of the exhibitor by fire or other casualty covered by an extended coverage endorsement to a fire insurance policy, whether caused by negligence of the hall, its officers, agents, servants, employees or otherwise, all claims for any such loss or damage being expressly waived by the exhibitor who agrees to indemnify and hold the exhibit hall harmless for such claims.

## **ITG Code of Conduct Agreement:**

- The International Trumpet Guild Conference is committed to providing a safe, respectful, and inclusive environment for all attendees, artists, presenters, exhibitors, and volunteers.
  - As such, please abide by these guidelines:
    - Respect - Treat everyone with kindness and empathy
    - Inclusivity - Embrace diverse perspectives to stop discrimination
    - Safety - Report any harassment or misconduct to organizers promptly
    - Engagement - Encourage inclusive dialogue and respect differing opinions
    - Privacy - Respect personal boundaries and confidentiality
- Failure to uphold the ITG Code of Conduct may result in disciplinary actions, including but not limited to expulsion from the exhibit hall for the duration of the conference, dismissal from all future participation in an ITG Conference, etc.

## **Cancellation of Exhibition**

- ITG reserves the right to adjust table/booth assignments and/or change the floor plan without prior notice if ITG determines it is in the best interest of the conference. ITG will not be liable for any errors or omissions in the Conference Program, attendee lists, websites, or any promotional materials.

- If the ITG Conference is canceled/terminated for any reason beyond the reasonable control of show management, including (without limitation) acts of God, war, strikes, labor disputes, civil disturbance, terrorism, epidemic, or any other comparable casualty or condition, ITG agrees to refund 50% of all fees previously paid by the exhibitor. The remaining 50% shall cover a sharing of costs, expenses, and commitments. Thereupon, this agreement shall be deemed canceled by mutual consent, and ITG shall be relieved from all responsibility thereunder.
- If the exhibitor chooses to cancel their participation, cancellations made before February 15, 2026, will receive a 50% refund. Any cancellations after February 15, 2026, will forfeit 100% of their payment.

### **Contact Information**

- Conference Director: Rebecca Wilt [confdirector@trumpetguild.org](mailto:confdirector@trumpetguild.org)
- Treasurer: T.J. Tesh [treasurer@trumpetguild.org](mailto:treasurer@trumpetguild.org)
- Assistant Conference Director: Anthony Salabarría [assistconfdir@trumpetguild.org](mailto:assistconfdir@trumpetguild.org)
- On-Site Exhibits Coordinator: Jeremy McBain

May 26 - 30, 2026

50<sup>th</sup>  
Anniversary Conference

Eastman School of Music | Rochester, NY (USA)