



להרחיב לבבך בטקס

June 24-28, 2018

Dallas, Texas

January 2018

Dear Friend:

As the 2018 Convention of the American Conference of Cantors/Guild of Temple Musicians is quickly approaching, we would like to invite you to be a part of it by exhibiting your wares or information at our conference. Approximately 300 Cantors, music directors, soloists, choir directors and accompanists join together at these conventions to study, worship, sing and buy from our exhibitors!

We have heard the feedback from prior conference exhibitors asking us to change the length of time of our exhibit hall and to do more to encourage our participants to “shop” our exhibitors. **To that end, we have shortened the length of time the exhibit hall will be open to Sunday afternoon through Tuesday afternoon. To add on the final day of the convention, there is an extra fee for additional security of \$100 per exhibitor. This additional day is completely optional and will allow your booth to remain through Thursday morning.**

Specific information regarding shipping and electricity costs is included in the attached forms. This year, in addition to your vendor booth spaces, we are inviting you to purchase a meal plan for the following meals: Monday “boxed” lunch, Tuesday breakfast, Tuesday dinner & concert, and Wednesday “boxed lunch, and Wednesday closing banquet. Meal tickets will be available for all vendors who pre-register for the meal package. You are invited to register for the Saturday evening fundraiser at Southfork Ranch. Please see the registration form for costs and RSVP information.

I am pleased to be your primary contact for questions before and during the event.

In order to ensure that all will have as successful an event as possible, we reserve the right to limit the number of vendors with similar merchandise. Exhibitors will be accepted on a first come first served basis, so reserve early; space is limited! You may register via fax by sending this form to 1.518.783.6003 to apply.

If you have any questions, please feel free to contact me. The contact information is listed in the enclosed materials. We thank you in advance and look forward to seeing you in Dallas!

Very truly yours,

Paula Baruch, GTM Convention Co-Chair and Exhibit Hall Chair  
[pbaruch@gmail.com](mailto:pbaruch@gmail.com) or 905-906-3405

### **About the Convention:**

We expect 200 to 300 attendees, all of whom are interested in music, Judaica, books, recordings, computers and Jewish art. ACC-GTM Conventions attract members from all over North America and several foreign countries.

### **Saturday Evening Fundraiser: *Dinner at the Ewing Mansion***

When someone says "Who shot JR?" do you know what they mean? Spend time with friends and colleagues on the set of one of the most famous TV dramas of all time! On Saturday night, we will have a private tour and dinner at the Ewing Mansion on Southfork Ranch, the set of the 70s and 80s television show Dallas! We will take the bus from the Westin Hotel at approximately 6:15 p.m. for the trip out to the grazing lands around Dallas. We will arrive at Southfork where we will have dinner, drinks, and private tour time around the famous Ewing Mansion and grounds. Perhaps we'll even have a chance to see some of their longhorn steers and horses. Bring your camera and practice your best "Dallas" lines! We will leave the ranch to return to the hotel around by 11 p.m. Cost is \$180 per person for this once-in-a-lifetime opportunity! Limited to the first 56 registrants and guests.

Cost is \$180 per person

### **Security:**

Please make sure you list all of your staff for your exhibit. Credentials will be required to enter the exhibit area. Security will be provided when the convention attendees are offsite and overnight in the exhibitor area.

### **Electricity, Wi-Fi and Shipping:**

Attached you will find the fees for electricity, extension cords, and Wifi. **Parcels should be shipped to the hotel for delivery no earlier than June 20, 2018.** Upon your arrival, you will need to claim your packages at Hotel Receiving and sign for them. Your packages should be addressed:

Name of Exhibitors ACC-GTM 2018 Convention  
The Westin Galleria Dallas  
13340 Dallas Pkwy  
Dallas, TX 75240

Handling fees:

#### **INCOMING AND OUTGOING PACKAGES**

0-2 lbs:\$2.00 each

3-10 lbs:\$5.00 each

11-20 lbs:\$10.00 each

21-40 lbs:\$20.00 each

41-60 lbs: \$40.00 each

61-100 lbs: \$60.00 each

Over 101 lbs: \$80.00 each

Crate on Wheels: \$80.00 each

Pallets:\$100.00 each

### **Exhibit Fees:**

**Early Bird Fees:** For Vendors Who Register **before March 1:** \$200.00 for an approximately 8 x 8 area including two skirted 6' tables and two chairs. Booths are marked spaces with the items listed above. No pipe and drape will be used. \$100.00 for a second booth based on space availability. *If you need electricity, please fill note that here:* \_\_\_\_\_

**ACC/GTM Member Fees:** If you are registered for the convention as an ACC or GTM member, you may also register as an exhibitor for an additional \$75 for a single booth before March 1. If you register after March 2, the fee is \$125. To extend booth through Wednesday, the fee is an additional \$100 to cover security costs for Tuesday afternoon and overnight.

**Regular Fees:** For Vendors Who Register **after March 2:** \$300 for an area, \$150 for a second booth. (Plus extra fee for Wednesday.)

All registration forms must be received by Ayelet **on or before May 4<sup>th</sup>** for you to guarantee a spot in the exhibit area. If you register after May 4, there is no guarantee your application will be accepted. Exhibitors will be accepted on a first come first served basis and space is limited!

**Tentative Exhibit Schedule: Please note –our online Convention schedule is updated regularly. Go to: <http://accantors.org/news-events-publications/acc-gtm-convention>**

We encourage your discretion regarding remaining open during religious services, keynote addresses and plenary sessions. Exhibits should be ready to open at 2 p.m. on Sunday for the official start of the convention. The exhibit hall will be located in the main ballroom pre-function area.

Sunday, June 24

Exhibits open 2 p.m. until 9 p.m. Convention opens and Welcome Ma'ariv! ACC and GTM awards presented.

Monday, June 26

8:00 a.m. to 6 p.m. Day's events include breakfast in exhibit area, tefilah, keynote session, and workshops.

Tuesday, June 27

8:00 a.m. to 4:00 p.m. Day's events include plenary, workshops, & tefilah. Sunday-Tuesday exhibitors close

Wednesday, June 28

8 a.m. to 4 p.m. Day's events include tefilah, workshops and the closing banquet (off-site)

***The schedule is subject to change.***

**EXHIBITOR INFORMATION:**I am also an  ACC  GTM member attending convention.

Full Name: \_\_\_\_\_

First Name for Badge: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Mailing Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Day phone: \_\_\_\_\_

Evening phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Cell: \_\_\_\_\_

Additional exhibitor staff names (everyone must have credentials): \_\_\_\_\_

 I am a First Time Convention Attendee!**EXHIBITOR/VENDOR REGISTRATION FEES:**

Registration Category (check one)	Early Registration (Received by March 1, 2018)	Regular Registration (Received after March 2 and before May 2, 2018)	Late Registration (Received after May 2, 2018) <b>SPACE PERMITTING</b>	Amount Due
<input type="checkbox"/> Single booth with standard tables	\$200	\$300	\$450	
<input type="checkbox"/> Extra booth space	\$100	\$150	\$175	
<input type="checkbox"/> Extend through Thursday AM*	\$100	\$100	\$200	
<input type="checkbox"/> ACC/GTM Member booth (with registration)	\$75	\$100	\$125	
<input type="checkbox"/> Meal package for non ACC-GTM members registering as vendors**	\$275 per person	\$350 per person	\$400 per person	
<input type="checkbox"/> Saturday Evening Fundraiser event #of people _____	\$180 per person	\$180 per person	\$180 per person	
<input type="checkbox"/> Tuesday dinner, concert & bus only. # of people _____	\$50 per person	\$50 per person	\$50 per person	
<input type="checkbox"/> Wednesday closing banquet. # of people _____	\$180 per person	\$180 per person	\$180 per person	
<input type="checkbox"/> Hotel Deposit to be charged	Insert correct amount for one night deposit:			
Total fees Due to Ayelet:				

\*Includes Wednesday breakfast. \*\*Includes Sunday welcome reception and dinner, Monday breakfast, Tuesday dinner &amp; concert only.

**Hotel Information:**

As a reminder, the ACC-GTM Convention Committee and Ayelet Tours have worked hard to secure a fair price for the hotel block during our convention. Although a lower rate may be available on certain discount hotel websites, when you book outside of the Convention process, you risk the Convention's ability to fulfill our financial commitment to the hotel and therefore risk the Convention possibly needing to pay for empty hotel rooms that are not needed or other hotel services and meeting space. Based on our committed occupancy, the hotel gives us the use of meeting space at no extra charge. When we do not fulfill our committed occupancy requirement because people stay at other area hotels or book through discounted online providers, the Convention must pay the difference which in turn will make future Conventions more expensive. Please consider the Convention commitments when you are booking your hotel stay.

All hotel reservations must be made through Ayelet Tours, Ltd. and will be on a first come, first served basis. Credit Cards will be required on site by the hotel to pay for your room and/or to cover any incidental charges. The room reservation deadline is May 29, 2018. After this date, reservations will be accepted on a space availability basis only. **There is a \$50 penalty for hotel rooms cancelled once booked. In addition, hotel rooms cancelled within 72 hours of arrival are subject to a one-night penalty.** There is a \$75 early departure fee should you check out before your scheduled departure.

The Westin Galleria Dallas, 13340 Dallas Parkway, Dallas, TX, 75240

Guest rooms are between 350-400 square feet, and feature either a King Bed or two Queen beds. Check with Ayelet for roll-away space and availability. Complimentary guest room internet for attendees.

 King: \$185/night Queen/Queen: \$185/night

**Club Level Guest Rooms**

A limited number of Club Rooms are available. Guest rooms are 425 square feet, and feature either a King Bed or two Queen beds. Check with Ayelet for roll-away space and availability. Complimentary guest room internet for attendees. Access to the Westin Executive Club Lounge for up to two guests. Children under 12 are complimentary, as well.

- King: \$255/night
- Queen/Queen: \$255/night
- I require a handicap accessible room.
- King Bed.
- Two Double Beds.

The rates above are per room per night and DO NOT include taxes and fees (currently 15.26%).

Date of Arrival: \_\_\_\_\_ Date of Departure: \_\_\_\_\_ # of Nights: \_\_\_\_\_

Special Requests: \_\_\_\_\_  
Special requests are noted but cannot be guaranteed.

One night's deposit guaranteed to a major credit card or paid by check to Ayelet Tours, Ltd. is required. A first night's deposit will be charged to guarantee your hotel reservation. Upon receipt of payments, confirmation will be forwarded to you. No confirmation letter will be sent without a credit card payment or payment by check for your hotel deposit. **The hotel balance is due upon departure and is payable directly to the hotel.**

**Payment:**

**CREDIT CARD INFORMATION**

- Visa
- Master Card
- American Express
- Discover

CC #: \_\_\_\_\_ CC Expiration Date: \_\_\_\_\_ Security Code \_\_\_\_\_

Signature: \_\_\_\_\_

**CANCELLATION POLICY**

**Cancellation Policy:** Convention fees are refundable less a \$65 processing fee on or before May 29, 2018 (also minus hotel penalty below). **Registrations canceled after May 29, 2018 are subject to a \$200 cancellation fee. ALL DATES ARE DATES OF RECEIPT BY AYELET TOURS, LTD. There is a \$50 penalty for hotel rooms cancelled once booked.** Any cancellations received 72 hours or less prior to scheduled arrival are subject to one night's stay penalty. All cancellations and changes must be made in writing to Ayelet Tours. Cancellations received after 4:00 PM EST (Monday-Friday) will be processed as though received on the next business day. Post convention refund requests must be made by July 31, 2018.

**For more information on Exhibiting:**

Paula Baruch,  
GTM Convention Co-Chair and Exhibit Hall Chair  
pbaruch@gmail.com or 905-906-3405

Please fax this form to Ayelet Tours for registration.  
(518) 783-6003

**Last day for regular registration is May 2, 2018**

**Ayelet Tours, Ltd.**

Conference Services Division  
19 Aviation Road  
Albany, NY 12205  
518-783-6001 x 324  
800-237-1517 x 324

