

14TH WORLD HARP CONGRESS

14<sup>EG</sup> CYNGRES
TELYNAU'R BYD

CARDIFF, WALES CAERDYDD, CYMRU 2021

# **Exhibitor Manual**

ROYAL WELSH COLLEGE OF MUSIC & DRAMA COLEG BRENHINOL CERDD A DRAMA CYMRU





Ariennir yn Rhannol gan Lywodraeth Cymru Part Funded by

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### About The 14th World Harp Congress, Cardiff, Wales

The World Harp Congress is the largest and most prestigious harp festival in the world. It attracts over 800 harpists from 50 countries and takes place every three years. The first of its kind in the United Kingdom, the 14th World Harp Congress will make its debut in Wales' Capital City of Cardiff in August 2021 at the Royal Welsh College of Music and Drama (RWCMD). Featuring the harp world's finest performers, pedagogues, academics and composers, the programme will include a wide range of exciting events, providing a unique platform for the gatherings of harpists and industry professionals.

The World Harp Congress, Inc. is a private non-profit organisation. It was founded in 1981 as an outgrowth of the International Harp Weeks held in The Netherlands for twenty years under the directorships of both Phia Berghout and Maria Korchinska. Past Congresses have been held in Maastricht, The Netherlands; Jerusalem, Israel; Vienna, Austria; Paris-Sèvres, France; Copenhagen, Denmark; Seattle-Tacoma, USA; Prague, Czech Republic; Geneva, Switzerland; Dublin, Ireland; Amsterdam, The Netherlands; Vancouver, Canada, Sydney, Australia and most recently Hong Kong. The World Harp Congress has members representing over 59 countries. The Board of Directors welcomes all persons who are interested in the harp to join this international organisation.

6<sup>th</sup> – 12<sup>th</sup> August 2021 Date:

**Congress Venue:** Royal Welsh College of Music and Drama

Castle Grounds, Cathays Park, Cardiff, Wales, United Kingdom, CF10 3ER

**Congress Website:** www.whc2021.wales

**Contact Information** 

The 14<sup>th</sup> World Harp Congress 2021 **Congress Secretariat:** 

Royal Welsh College of Music and Drama,

Castle Grounds, Cathays Park, Cardiff, Wales, United Kingdom, CF10 3ER

Chair: Caryl Thomas caryl@whc2021.wales

Catrin Finch **Artistic Director:** catrin@whc2021.wales **Event Director:** Stephen Burkitt-Harrington info@whc2021.wales

**Production 78 Limited Exhibition Contractor:** info@production78.co.uk T. (+44) 29 2143 2171

WHC Inc Exhibit Liaison: Mrs Patricia Wooster pat.wooster@gmail.com T. (+1) 253 797 9424



### **WHC2021** Provisional Schedule

### Thursday 5th August 2021

09:00 – 18:00 Exhibition Spaces will be available for Exhibitors to setup RWCMD

Earlier access available if required only by special arrangement with the exhibition contractor please contact info@whc2021.wales

### Friday 6th August 2021

| 09:00 - 12:00 | Exhibition Spaces will be available for Exhibitors to setup RWCMD |
|---------------|---|
|               |   |

12:00 – 18:00 Delegate Registration begins, All Exhibition Spaces open to registered delegates RWCMD

19:00 – 23:00 Exhibitors Welcome Reception for all exhibitors at Cardiff Castle

### Saturday 7th August 2021

| 09:00 - 18:00 | Congress | Events & | All Exhibition | Spaces open at RWCMD |
|---------------|----------|----------|----------------|----------------------|
|               |          |          |                | - 1.00 11            |

### 19:30 – 23:00 Welcome Party for all delegates at Cardiff City Hall

### Sunday 8th August 2021

| 09:00 - 18:00 | Congress Events & All E         | xhibition Spaces open | at RWCMD      |
|---------------|---------------------------------|-----------------------|---------------|
| 05.00 ±0.00   | 001161 C33 E1 C11 C3 C4 7 III E | minoralon opaces open | at itti citib |

19:30 – 22:00 "A World of Harps" at St David's Hall

### Monday 9th August 2021

| 00.00 - 18.00 | Congress Events & All Exhibition Spaces open at RWCMD  |
|---------------|--|
| 09.00 - 10.00 | Congress events & An exhibition spaces open at NVCIVID |

19:30 – 22:00 "Concerto Concert" featuring the BBC National Orchestra of Wales at St David's Hall

### Tuesday 10th August 2021

| ∩∩·∩∩ 10·∩∩   | Congress Events 9. All Exhibition Spaces anon at DM/CM/D |
|---------------|--|
| 09.00 - 10.00 | Congress Events & All Exhibition Spaces open at RWCMD    |

19:30 – 22:00 "Chamber Orchestra Evening" at St David's Hall and "Jazz Extravaganza" at RWCMD

### Wednesday 11th August 2021

| 09.00 - 18.00 | Congress Events & All Exhibition Spaces open at RWC | רואר  |
|---------------|---|-------|
| 09.00 - 10.00 | Congress events & An exhibition spaces open at NVV  | שועוג |

17:30 – 22:00 "The Harp & Music of Wales" at St Fagans National Museum of History

### Thursday 12th August 2021

| 09:00 – 15:00 Congress | Events & All Exhibition | Spaces open at RWCMD |
|------------------------|-------------------------|----------------------|
|------------------------|-------------------------|----------------------|

15:00 RWCMD Exhibition Spaces close and begin break down and load out

19:30 – 22:00 "The Harp in Opera Gala Concert" at St David's Hall followed by closing party at RWCMD

### Friday 13th August 2021

09:00 – 18:00 Exhibition Spaces continue to complete load out



<sup>\*</sup>programme and timings subject to change and correct at time of print. For most up to date schedule please see <a href="https://www.whc2021.wales">www.whc2021.wales</a>

### A World Class Conference Centre awaits the World Harp Congress & Exhibition

The Royal Welsh College of Music and Drama's suite of venues includes the magnificent Dora Stoutzker Concert Hall, the intimate Richard Burton Theatre, large and flexible exhibition spaces and a stunning glass-walled, three-storey high foyer and open-air terrace overlooking the Grade 1 listed Bute Park set in the grounds of Cardiff Castle. In addition, the historic Anthony Hopkins Centre (the original Cardiff Castle Mews building) has a stunning open-air courtyard and a very impressive tree-lined avenue with Cardiff Castle in view.











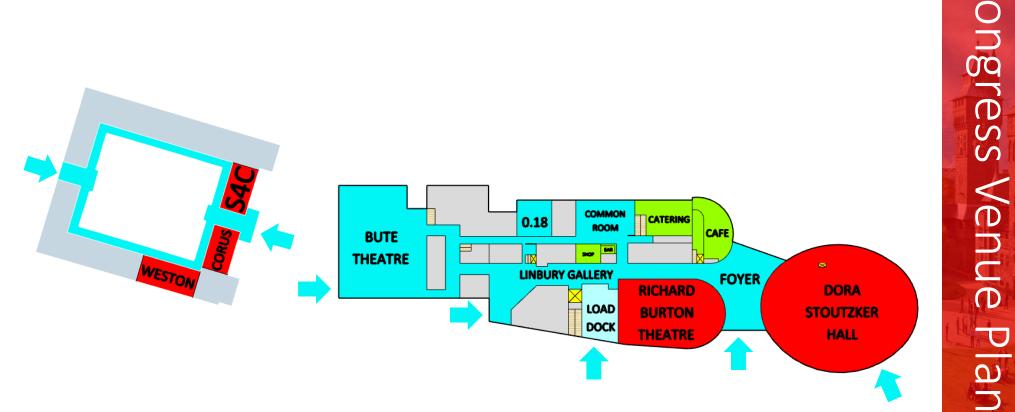
The Royal Welsh College of Music and Drama is Wales' National Conservatoire and is a purpose built public Performance Venue. Set in the heart of the Capital City it is excellently connected by air, road and rail. More information about finding the venue and access is available at <a href="https://www.whc2021.wales">www.whc2021.wales</a>





Access to the RWCMD site by vehicle is made from North Road. Enter onto the site through the Castle Mews Car Park Use Postcode CF10 3ER for your Satellite Navigation Devices

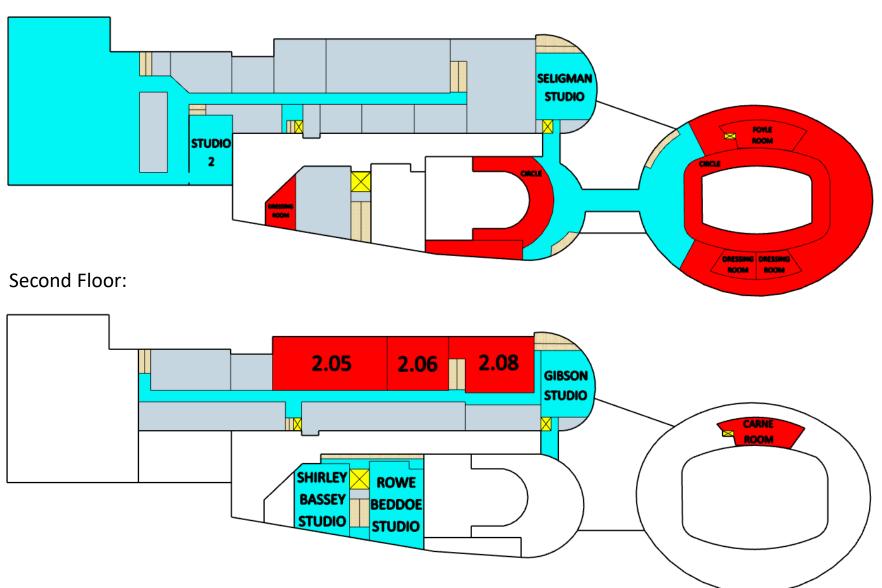
### **Ground Floor:**



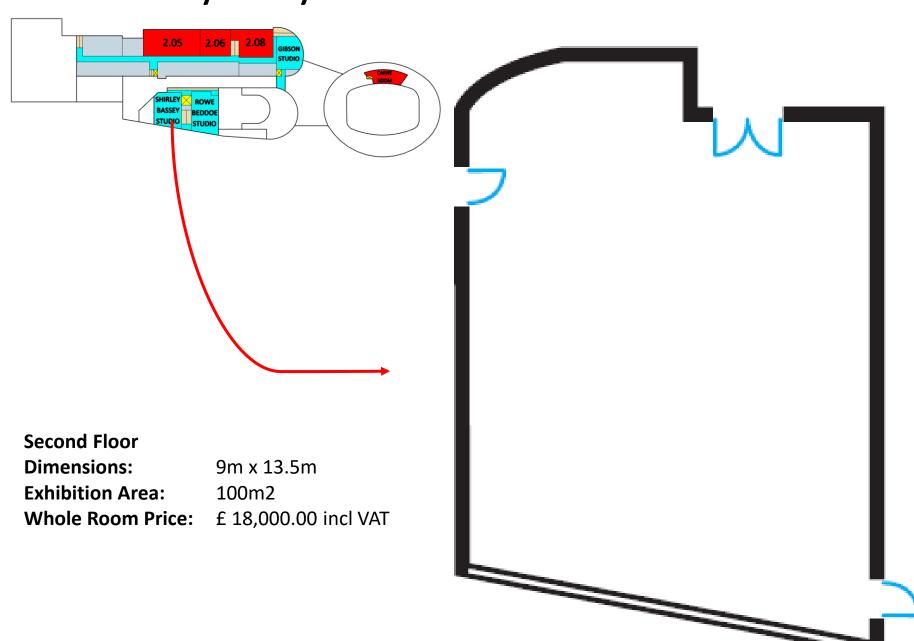


### **Site Plan**

### First Floor:

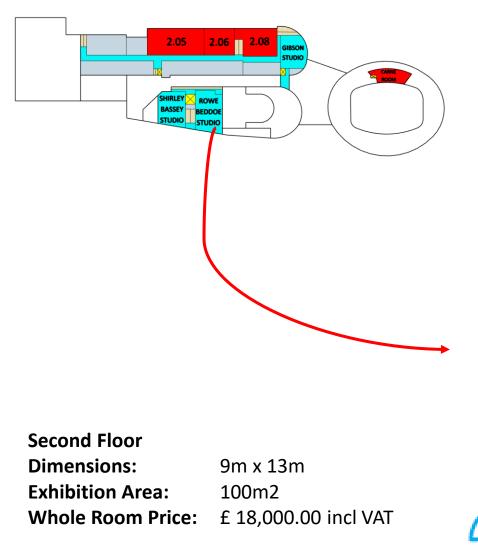


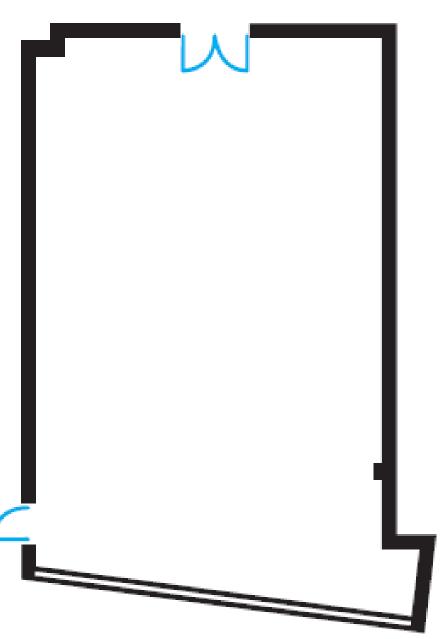
# **Stiwdio Shirley Bassey Studio**





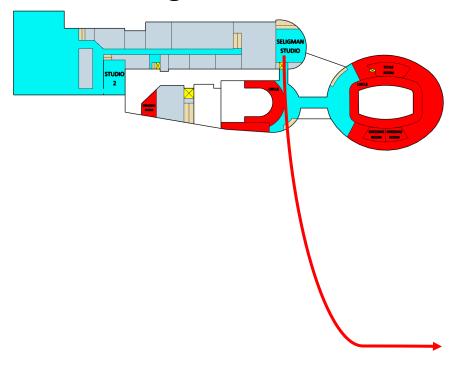
# **Stiwdio Rowe Beddoe Studio**





# xhibition Facilities

# **Stiwdio Seligman Studio**

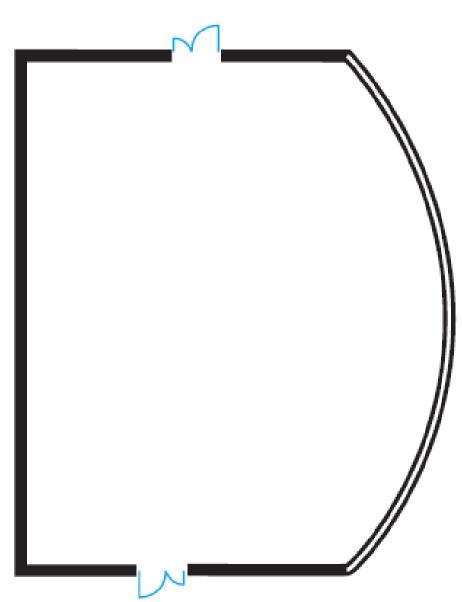


**First Floor** 

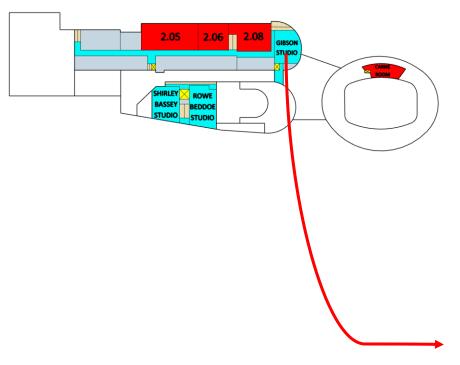
**Dimensions:** 10m x 12.5m

**Exhibition Area:** 100m2

Whole Room Price: £ 18,000.00 incl VAT



## **Stiwdio Gibson Studio**



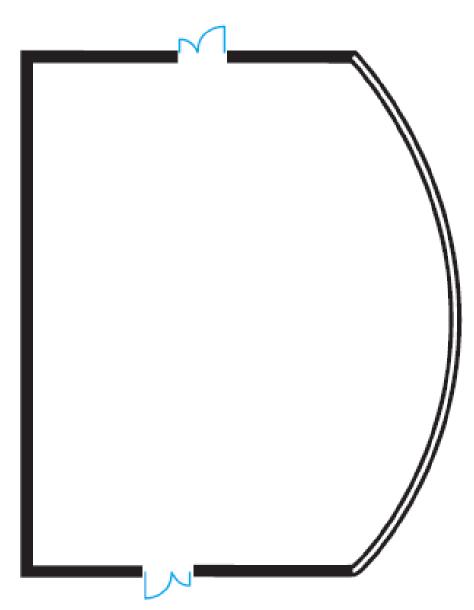
Please note: this room is on the second floor and not directly accessible to delegates attending congress. This room is included as it can be used by exhibitors to book as exclusive meeting space for dealers or customers.

**Second Floor** 

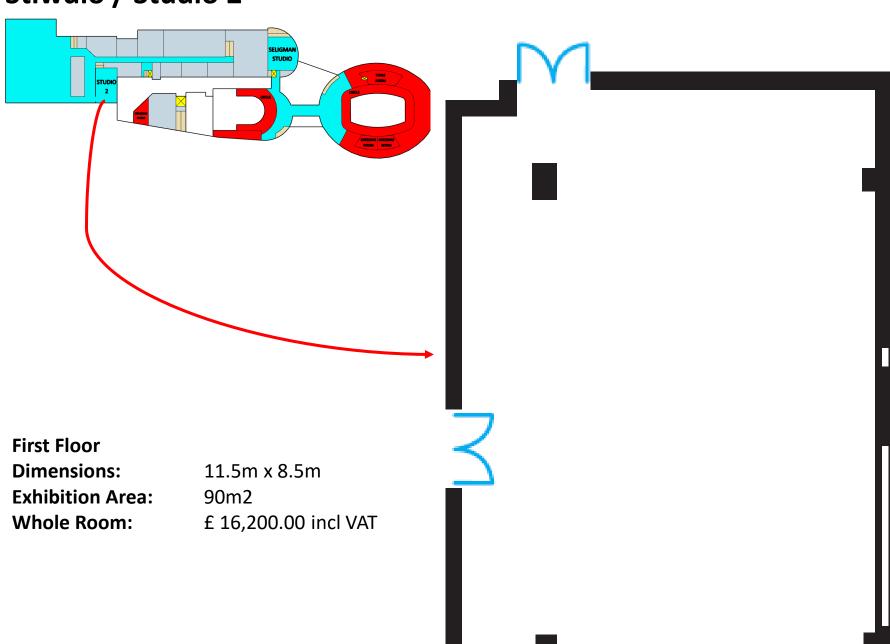
**Dimensions:** 9m x 12.5m

**Exhibition Area:** 85m2

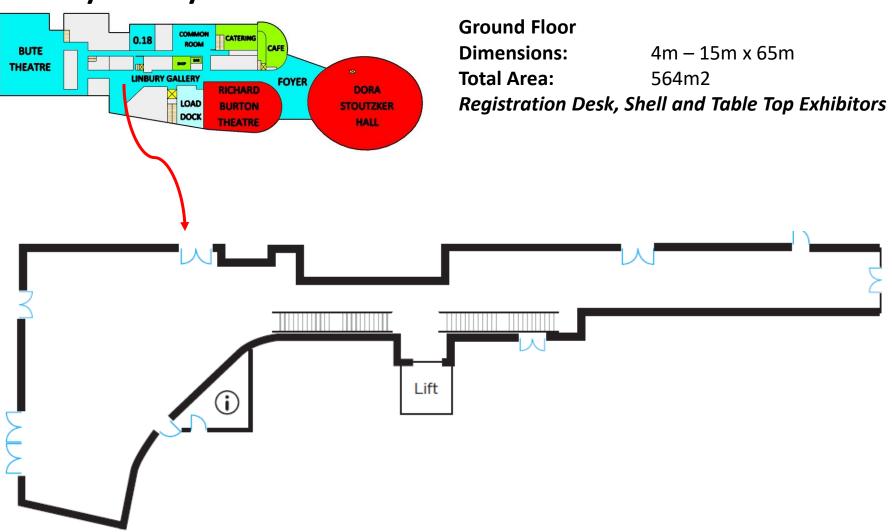
Whole Room Price: £ 15,300.00 incl VAT



# Stiwdio / Studio 2

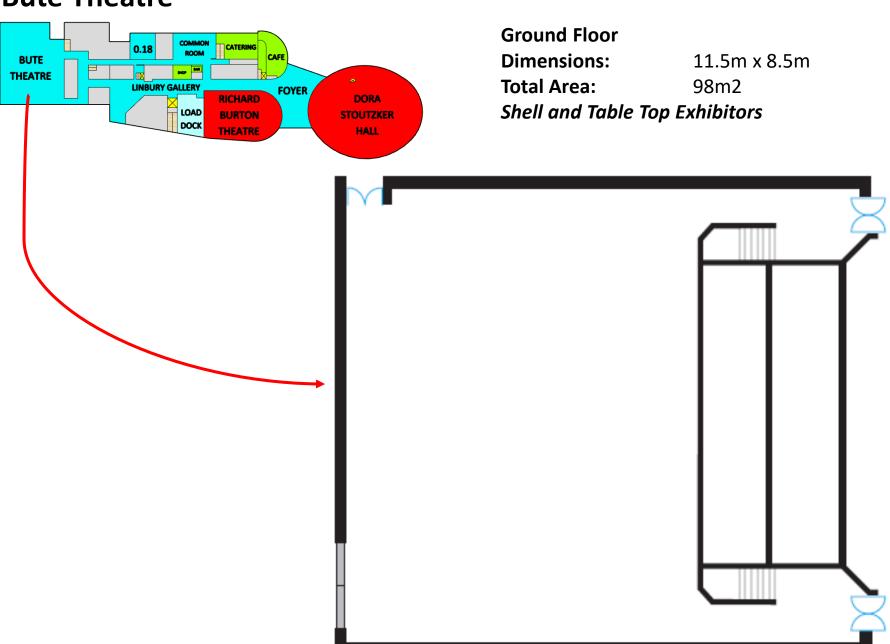


# **Linbury Gallery**

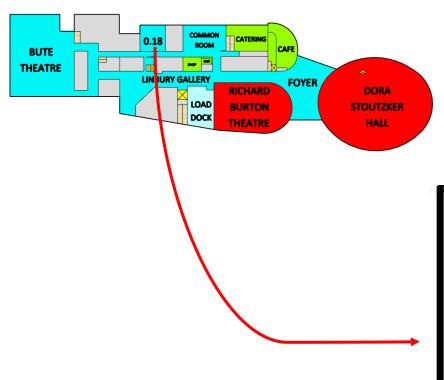




# **Bute Theatre**







**Ground Floor** 

**Dimensions:** 9m x 9m **Exhibition Area:** 80m2

Whole Room: £ 14,400.00 incl VAT

Or Shell and Table Top Exhibitors





BUTE **THEATRE** LINBURY GALLERY **FOYER** RICHARD **DORA** LOAD **BURTON STOUTZKER** DOCK **THEATRE** HALL

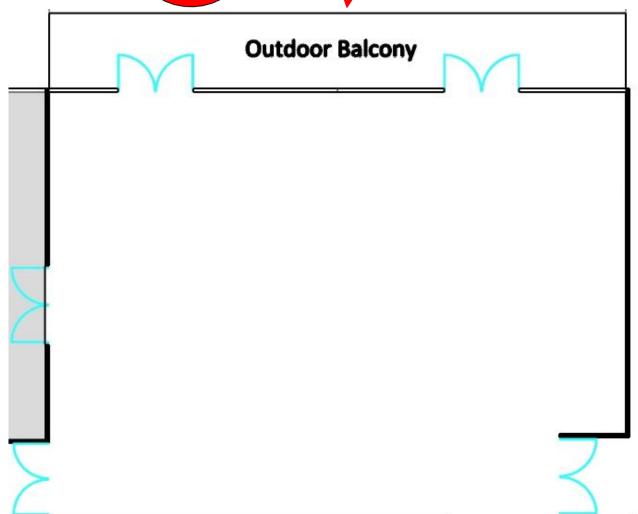
**Ground Floor** 

**Dimensions:** 15m x 11m

**Exhibition Area:** 135m2

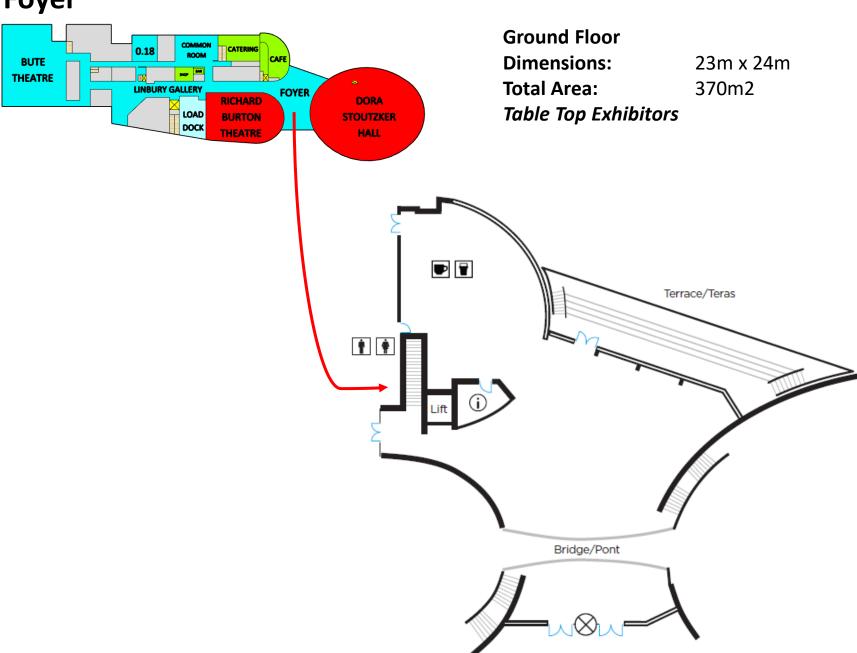
Whole Room: £ 24,300.00 incl VAT

Or Shell and Table Top Exhibitors





# **Foyer**





### **Features of Private Exhibition Rooms**

### Each private exhibition room will receive:

- Up to Four 6ft trestle tables with table cloths
- Up to Eight folding chairs
- Four Invitations to the Exhibitors Welcome Reception at Cardiff Castle
- Four complimentary Full Congress Delegate Passes, which includes attendance to all Congress Events,
   the Welcome Party and all evening concerts
- Additional Exhibition Passes for stand staff as required for access to the exhibition areas only
- Option to purchase up to Four Congress Delegate Passes at half price.
- Two Delegate Bags
- Access to Private Harp Try-Out Rooms
- One Still Digital advertisement on Foyer projection screen during Congress
- Access to preferential rates for travel and accommodation during congress
- Listing as an Exhibitor in WHC2021 Programme and on WHC2021.wales Website

### Please note:

If there is any construction or special design needed, or requested in these Exhibition Rooms, please provide a plan and design proposal (detailing materials and method statement for construction) to the Event Director for approval no later than 1 May 2021. Submission via email is accepted at info@whc2021.wales

Drawings submitted must be in reasonable scale of not less than 1:100 in full dimensions and must contain information such as floor plan, stand elevation, and materials to be used.



### £ 2,520.00 incl VAT

### Each 3m x 2m Shell Scheme Stand will receive:

- One 3m wide x 2m deep x 2.5m high exhibition stand in Aluminium Shell Scheme with white foamex boards
- One fascia header board with company name printed
- One 6ft trestle table with table cloth
- Two chairs
- Two Invitations to the Exhibitors Welcome Reception at Cardiff Castle
- One complimentary Full Congress Delegate Pass, which includes attendance to all Congress Events, the Welcome Party and all evening concerts
- Four Exhibition Passes for stand staff as required for access to the exhibition areas only
- Access to preferential rates for travel and accommodation during Congress
- Listing as an Exhibitor in WHC2021 Programme and on WHC2021.wales Website

### Please note:

No additional booth-fittings or display may be attached to the shell booth structure.

No nails or fixtures of any kind are allowed to be affixed to the partitions, floor or ceiling. Exhibitors are liable for any damage caused to their booth fixtures and fittings at the Congress.

Installation of electrical equipment, including lighting fixtures, must only be carried out by the event electrician.

The height of the booth is limited to 2.5meters. Display items must be kept within the designated area, and must not hinder the sight or passage of visitors. Any structure that sticks out into aisles may be removed. All activity, items and equipment should not disturb other exhibitors or their displays. If there is any construction or special design needed, or requested in these Exhibition Rooms, please provide a plan and design proposal (detailing materials and method statement for construction) to the Event Director for approval no later than 1 May 2021. Submission via email is accepted at <a href="mailto:info@whc2021.wales">info@whc2021.wales</a>

Drawings submitted must be in reasonable scale of not less than 1:100 in full dimensions and must contain information such as floor plan, stand elevation, and materials to be used.



### Features of 3m x 2m Space Only Stand

£ 1,440.00 incl VAT

### Each 3m x 2m Space Only Stand will receive:

- One 3m wide x 2m deep space within exhibition areas
- Two Invitations to the Exhibitors Welcome Reception at Cardiff Castle
- One complimentary Full Congress Delegate Pass, which includes attendance to all Congress Events, the Welcome Party and all evening concerts
- Four Exhibition Passes for stand staff as required for access to the exhibition areas only
- Access to preferential rates for travel and accommodation during Congress
- Listing as an Exhibitor in WHC2021 Programme and on WHC2021.wales Website

### Please note:

No additional booth-fittings or display may be attached to the walls or floor of the building in any way.

No nails or fixtures of any kind are allowed to be affixed to the partitions, floor or ceiling. Exhibitors are liable for any damage caused by their booth fixtures and fittings at the Congress.

Installation of electrical equipment, including lighting fixtures, must only be carried out by the event electrician.

The height of the stand is limited to 3meters (lower in some areas). Display items must be kept within the designated area, and must not hinder the sight or passage of visitors. Any structure that sticks out into aisles may be removed. All activity, items and equipment should not disturb other exhibitors or their displays.

All construction or special design plans including a design proposal (detailing materials and method statement for construction) should be provided to the Event Director for approval no later than 1 May 2021. Submission via email is accepted at <a href="info@whc2021.wales">info@whc2021.wales</a>
Drawings submitted must be in reasonable scale of not less than 1:100 in full dimensions and must contain information such as floor plan, stand elevation, and materials to be used.

### £ 960.00 incl VAT

### Each 2m Table Top Display will receive:

- Two 1m wide x 1.8m high exhibition boards with grey fabric panels and white edges
- One fascia header board with company name printed
- One 6ft trestle table with table cloth
- Two chairs
- One 2m wide x 2m deep space within exhibition areas
- Two Exhibition Passes for stand staff as required for access to the exhibition areas only
- One complimentary Full Congress Delegate Pass, which includes attendance to all Congress Events, the Welcome Party and all evening concerts
- Two Invitations to the Exhibitors Welcome Reception at Cardiff Castle
- Access to preferential rates for travel and accommodation during Congress
- Listing as an Exhibitor in WHC2021 Programme and on WHC2021.wales Website

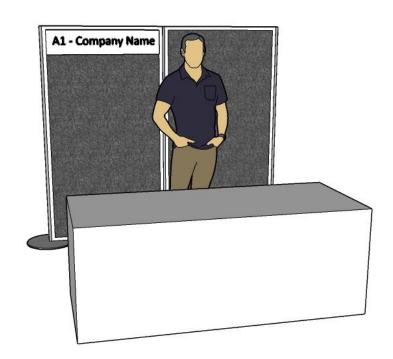
### Please note:

No additional booth-fittings or display may be attached to the exhibition boards except by hook Velcro dots (supplied).

No nails or fixtures of any kind are allowed to be affixed to the boards, floor or ceiling. Exhibitors are liable for any damage caused to their stand fixtures and fittings at the Congress.

Installation of electrical equipment, including lighting fixtures, must only be carried out by the event electrician.

The height of the booth is limited to 1.8meters. Display items must be kept within the designated area, and must not hinder the sight or passage of visitors. Any structure that sticks out into aisles may be removed. All activity, items and equipment should not disturb other exhibitors or their displays.





### **Furniture**

This is a selection of exhibition stand furniture that is available to hire for the week of Congress. A full range is available to view and select from the online order form until 1<sup>st</sup> June 2021. All hired furniture will be delivered ready for you on your stand when you arrive.





### **Technical Equipment**

This is a selection of electrical supplies, technical AV, and IT equipment that is available to hire for the week of Congress. A full range is available to view and select from the online order form until 1st June 2021. All hired equipment will be delivered ready for you on your stand when you arrive.

### These services include:

- Dedicated internet connections



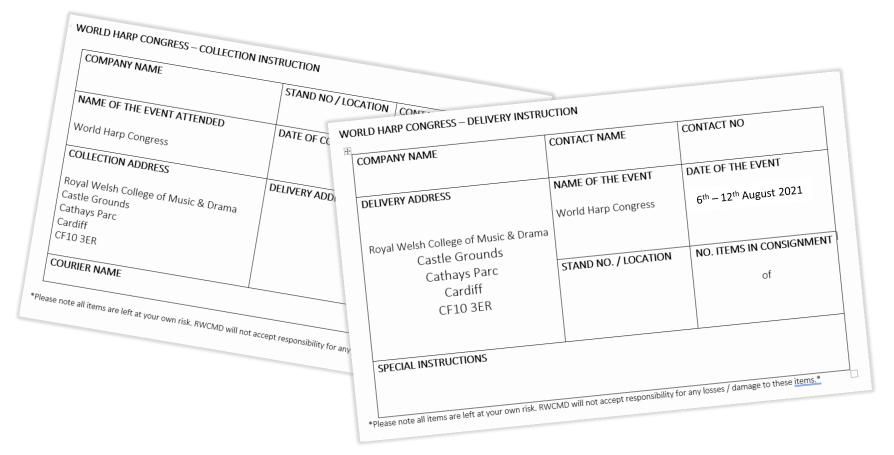


### **Deliveries**

Cardiff Airport has a well-established cargo unit providing professional expertise and a wealth of knowledge within the Cargo forwarding industry. Modern technological logistical solutions including computerised links with both The Border Agency and international airlines allows for rapid transportation of goods worldwide. For more information please visit: <a href="https://www.cardiff-airport.com/cargo/">www.cardiff-airport.com/cargo/</a>

You are welcome to forward deliveries direct to RWCMD before you arrive. We will be accepting deliveries for exhibitors from Monday 2<sup>nd</sup> August 2021 onwards. Please use our <u>useful template</u> available online to ensure we get your delivery to your stand.

Following the Congress you may arrange for collections on Friday 13<sup>th</sup> August or at the very latest on Monday 16<sup>th</sup> August 2021. Again please ensure your collections are clearly labelled using our <u>useful template</u>











WHC2020 has made special arrangements for rates for exhibitors attending the Congress. Preferential rates will be available from the  $1^{st}$  –  $20^{th}$  August 2021 for a number of Cardiff Hotels, Hostels, Bed and Breakfast accommodation, as well as self catering accommodation at the RWCMD student halls.

More information on this and all the participating businesses can be found on the website at <a href="https://www.whc2021.wales/accommodation">https://www.whc2021.wales/accommodation</a>

### **Passports & Visa Information**

If you are visiting Cardiff from overseas, you will require certain documentation and possibly a visa. This section provides you with information on the passport and visas requirements for visiting The World Harp Congress in 2021.

### **Passports**

On arrival in the United Kingdom, you must show a valid national passport or other equivalent official document that satisfactorily establishes your identity and nationality.

Find more information on UK Customs and Travel Information here

### **Visas**

All exhibitors will be issued visa invitation letters on completion of booking.

If you are not a British citizen, you may need to acquire a visa before you travel to Britain. If you have a valid passport and UK visa, you will normally be granted entry to the UK. Please allow plenty of time to make an appointment for your visa application before you travel to avoid disappointment.

Please visit the UK Border Agency if you need to confirm if you require a visa and for full details about visa requirements, biometric information and application procedures.

Find out more about UK visa requirements here

At the time of going to press Cardiff is the Capital City of Wales, part of the United Kingdom of Great Britain and Northern Ireland, and still part of the European Union and one of the European Economic Area Countries. This is due to change on 1<sup>st</sup> January 2021 and therefore the latest advice will be posted on the Congress website and will be updated if and when anything changes.

Click here for the latest advice



### **Advertising**

Why not make the most of your visit to WHC2021 by placing adverts in strategic positions for delegates to see.

We have a number of opportunities that you can book including:

- Still Advert on Digital screens throughout the RWCMD Congress venue and evening concert venues £600.00 incl VAT
- Still Advert on Large format projection screen in the foyer of RWCMD used to display events and rolling adverts throughout the day £600.00 incl VAT
- 2m x 1m Exhibition Banner for display in the exhibition areas £600.00 incl VAT
- Inserts to be placed inside delegate bags given to each delegate £960.00 incl VAT

Adverts are available in our full colour printed A4 Souvenir Programme that is handed to every delegate who attends Congress in the following sizes:

A4 Full Page Full Colour Inside Cover £3,600.00 incl VAT A4 Full Page Full Colour Portrait Advert £2,400.00 incl VAT

£1,560.00 incl VAT A5 Half Page Full Colour Landscape Advert

A6 Quarter Page Full Colour Portrait Advert £960.00 incl VAT

For more information on advertising opportunities please email info@whc2021.wales

To book any advertising please use the Advertising and Sponsorship Form



Given to every

Delegate

Souvenir

What better way to enhance your presence at this World Class Event than by becoming the Congress Title Sponsor:

### TITLE SPONSORSHIP PACKAGE

Event Title Sponsor £60,000.00 incl VAT

In addition to this exposure this package also includes:

- Recognition in the Event Title as "World Harp Congress 2021 Cardiff, Wales sponsored by..."
- Agreed Sponsorship Logo or name displayed on Congress branding the same size as the World Harp Congress and Welsh Government Logos wherever displayed at Congress
- Listing as Title Sponsor on the Congress Website
- Listing as Title Sponsor in the Congress Programme issued to all delegates in delegate bags
- 4 Complimentary Full Delegate Passes
- 8 additional Evening Concert Tickets
- Option to purchase up to 10 additional Full Delegate Passes at half price
- 4 Complimentary Delegate Bags
- Access to preferential rates for travel and accommodation during Congress

For more information on sponsoring the World Harp Congress please email <a href="mailto:info@whc2021.wales">info@whc2021.wales</a>

To book this Sponsorship Package please use the Advertising and Sponsorship Form



What better way to enhance your presence at this World Class Event than by sponsoring one of the many major evening events that take place during the week. We have a number of sponsorship opportunities available including:

### PLATINUM PACKAGES

- World of Harps Concert at St David's Hall Sponsor £18,000.00 incl VAT
- Concerto Concert with BBC National Orchestra of Wales at St David's Hall Sponsor £18,000.00 incl VAT
- Chamber Orchestra Concert at St David's Hall Sponsor £18,000.00 incl VAT
- The Harp & Music of Wales at St Fagans National Museum of History Sponsor £18,000.00 incl VAT
- Gala Harp in Opera Concert at St David's Hall Sponsor £18,000.00 incl VAT

In addition to this exposure this package also includes:

- Recognition in the specific Event Title as "The Harp & Music of Wales sponsored by..."
- Agreed Sponsorship Logo or name displayed on branding for the specific event
- Listing as Event Sponsor on the Congress Website
- Listing as Event Sponsor in the Congress Programme issued to all delegates in delegate bags
- 2 Complimentary Full Delegate Passes
- 8 additional Evening Concert Tickets
- Option to purchase up to 4 additional Full Delegate Passes at half price
- 2 Complimentary Delegate Bags
- Access to preferential rates for travel and accommodation during Congress

For more information on sponsoring the World Harp Congress please email <a href="mailto:info@whc2021.wales">info@whc2021.wales</a>

To book this Sponsorship Package please use the Advertising and Sponsorship Form



What better way to enhance your presence at this World Class Event than by sponsoring either the Opening or Closing evening events that take place during the week. We have a number of sponsorship opportunities available including:

### **GOLD PACKAGES**

- Congress Welcome Party at Cardiff City Hall Sponsor £6,000.00 incl VAT
- Congress Closing Party at RWCMD Sponsor £6,000.00 incl VAT
- Congress Delegate Bag Sponsor £10,200.00 incl VAT

In addition to this exposure this package also includes:

- Recognition in the specific Event Title as "Congress Welcome Party sponsored by..."
- Agreed Sponsorship Logo or name displayed on branding for the specific event (NOTE: Delegate Bag Sponsor will receive prominent branding on these high quality, much sought after and retained for use by delegates long after congress, Delegate Bags in lieu of above two. The increased cost for this item reflects the value of the long lasting exposure.)
- Listing as Event Sponsor on the Congress Website
- Listing as Event Sponsor in the Congress Programme issued to all delegates in delegate bags
- 2 Complimentary Full Delegate Passes
- Option to purchase up to 2 additional Full Delegate Passes at half price
- 2 Complimentary Delegate Bags
- Access to preferential rates for travel and accommodation during Congress

For more information on sponsoring the World Harp Congress please email <a href="mailto:info@whc2021.wales">info@whc2021.wales</a>

To book this Sponsorship Package please use the <u>Advertising and Sponsorship Form</u>



What better way to enhance your presence at this World Class Event than by sponsoring either the Event Partners Reception attended by all Exhibitors, Advertisers and Sponsors or The Jazz Extravaganza evening event that both take place during the week. We have a number of sponsorship opportunities available including:

### SILVER PACKAGES

- WHC2021 Exhibitors Welcome Reception at Cardiff Castle Sponsor £4,200.00 incl VAT
- Jazz Extravaganza at RWCMD Sponsor £4,200.00 incl VAT

In addition to this exposure this package also includes:

- Recognition in the specific Event Title as "Jazz Extravaganza sponsored by..."
- Agreed Sponsorship Logo or name displayed on branding for the specific event
- Listing as Event Sponsor on the Congress Website
- Listing as Event Sponsor in the Congress Programme issued to all delegates in delegate bags
- Option to purchase up to 2 Full Delegate Passes at half price
- 2 Complimentary Delegate Bags
- Access to preferential rates for travel and accommodation during Congress

For more information on sponsoring the World Harp Congress please email <a href="mailto:info@whc2021.wales">info@whc2021.wales</a>

To book this Sponsorship Package please use the Advertising and Sponsorship Form



What better way to enhance your presence at this World Class Event than by sponsoring a Congress event that takes place during the week. We have a number of sponsorship opportunities available including:

### **BRONZE PACKAGES**

- Delegate Pen Sponsor @ £2,400.00 incl VAT (issued to each delegate in delegate bag)
- Delegate Notepad Sponsor @ £2,400.00 incl VAT (issued to each delegate in delegate bag)
- Sponsor any daytime Congress Event @ £1,500.00 incl VAT

With over 200 unique performances there will be a Masterclass, Workshop, Lecture, or Performance by Harp Soloist, Duo, Trio, Quartet, Quintet or a much larger Ensemble that will suit your profile and sponsorship needs. A full list of Congress Events will be published online towards the end of 2019.

In addition to this exposure this package also includes:

- Recognition in the specific Event Title as "Congress Event sponsored by..."
- Agreed Sponsorship Logo or name displayed on branding for the specific event
- Listing as Event Sponsor on the Congress Website
- Listing as Event Sponsor in the Congress Programme issued to all delegates in delegate bags
- Option to purchase up to 2 Full Delegate Passes at half price
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