

December 5, 2017

Dear Exhibitor,

On behalf of the Central Ohio Flute Association, hosted by the School of Music at The Ohio State University, we invite you to be an exhibitor at our thirty-fourth annual Flute Festival on **Saturday, April 1st, 2017**. Hundreds of flutists attend this popular event every year on the campus of the School of Music. Many come particularly for the exhibits!

This year we have the distinct pleasure of welcoming **guest artist, internationally acclaimed soloist Ian Clarke** who will perform a solo recital and give a master class featuring our 2016 COFA Competition winners. In addition, there will be a flute choir festival and other events of interest to flutists of all ages. Over the years Ohio and regional flutists have found that our festival is a great opportunity to network while attending the sessions and exhibit hall.

We hope you will consider both exhibiting and becoming a corporate sponsor of COFA. Your sponsorship is a vital contribution towards our ability to present a high quality festival. In addition, it entitles you to discounted exhibit fees (see enclosed form) and the listing of your company as a corporate sponsor on all of our upcoming programs and newsletters.

The exhibits will be once again located in Weigel Hall, rooms 174 and 177 close to all other events. You are invited to set up your exhibit beginning at 7:30 a.m. on the 1st. Exhibits open to the public at 9am. There will be a crew of university students available to help you carry in your display materials. The exhibit halls will be open from 9am to 4pm.

To reserve exhibit space, become a corporate sponsor, or both, please complete and return the enclosed form with appropriate payment by March 10th, 2016. Exhibit space will be assigned in the order of reservations received. If you have questions, please contact Katherine Borst Jones at jones.6@osu.edu or 614-292-4618.

Additionally, we invite you to donate an item for our annual drawing. This event has become a highlight of the festival and gives you an opportunity for increased visibility. Items may be sent in advance, or given to us the day of the event. However, to be included in the program, we need to know what you will donate by March 10th. (Please see enclosed form).

With your participation, we are looking forward to another successful COFA Flute Festival. Flutists continue to tell us that the exhibitor component of the day is most important. We thank you for your consideration of attending, for your past support and look forward to seeing you on April 1st!

Sincerely,

Katherine Borst Jones

Katherine Borst Jones
Professor, Advisor for COFA
jones.6@osu.edu
Beth Rogers
COFA Exhibitor Coordinator
Rogers1127@osu.edu

Be Part of the COFA DRAWING!!

Whether or not you are here in person as an exhibitor, you can be represented at the COFA Flute Festival in our popular annual raffle.

Donate a prize, large or small, to our raffle and receive credit in our program book, if received by March 10th, 2017.

Mail this form (along with your registration if you are an exhibitor) to the address below. Please direct any questions to Katherine Borst Jones, jones.6@osu.edu

Company _____

Address _____

Item(s) for drawing

Send item(s) to address below or bring to the Festival for pick-up.
Contact person and phone email

Proper listing for program

Please return by March 10th, 2017
Katherine Borst Jones/COFA
The Ohio State University School of Music
1866 College Road
Columbus, OH 43210