

August 1, 2016

Dear Corporate Friend of the Rochester Flute Association:

You will find attached our registration form to become a Corporate Member of the RFA or to renew your current membership (our membership year starts September 1). Corporate Membership provides you with the many benefits detailed on the registration form. Your dues help to support the numerous educational programs sponsored by the RFA. This form is also the one to use to register as a vendor for our annual Flute Fair, which will take place on Saturday, November 12, 2016.

Our fair will feature as our guest artist Molly Barth and guitarist Dieter Hennings. In spirit of their collaboration, their masterclass will feature chamber music, with flute required in instrumentation. We would like to ask our vendors, where applicable, to consider bringing music, recordings, or accessories that may highlight chamber music as well.

The Flute Fair affords a wonderful opportunity for you to promote your products, not only to our membership, but also to many flutists and music teachers from the upstate New York area who attend the Fair as non-members. Additionally, your participation helps assure the success of the Fair.

Please note that this year's Flute Fair will be at Martha Brown Middle School, the same location we held our fair last year. We are greatly pleased to be able to take advantage of this excellent facility again!

Please complete the application form, checking the appropriate box at the top of the page, and return the form with a check for the indicated amount. Applications for vendors must be postmarked by October 17, but an earlier response would be greatly appreciated so that we may start to plan the exhibit space.

If your display requires electricity, please be sure to indicate this somewhere on the application form. There are very few electrical outlets in the exhibit hall. We would therefore appreciate your not requesting electricity unless absolutely necessary.

The tables we are providing for exhibitors are 8 feet x 30 inches. You should definitely bring covers for the tables.

As an early courtesy, we would also like to send a reminder of our silent auction. We will send more information to those who can attend our fair and who will remain or join as corporate sponsors.

Vendors who complete sales (exchange merchandise for payment) at the Fair are required by law to collect and remit New York State sales tax. Registration to collect sales tax is an easy procedure which may be handled online at www.nys-opal.com. Please register no later than 30 days prior to the Fair to allow enough time for your application to be processed. There is a place on the application to indicate that you are a temporary vendor (line 15). Choosing this option and indicating a date to terminate your registration (e.g. the day after the Fair) relieves you of the obligation to file forms every quarter whether or not you've collected sales tax in that quarter. As a temporary vendor, you would simply file a return for the fourth quarter of 2016 and be finished.

Thank you for your past generous support of the RFA. We look forward to seeing you in November.

Yours sincerely,

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