

# EDUCATIONAL PROGRAMS

## 600 Series

### Musical Instrument Display Night

#### Code No. 606.11-E

#### I. Student Recruitment/Merchandising Service

- A. Participating vendors must be able to provide a recognized test of musical aptitude and an individual qualified to administer the test to interested students upon request during the Display Night activities.
- B. Participating vendors must provide an individual(s) able to demonstrate during the course of the display evening all band instruments which may be sold or rented to any band student.
- C. Participating vendors must have available, at the display, a pamphlet with photographs showing each band instrument to be sold or rented.
- D. Participating vendors must have present at the display an individual with knowledge about instrumental music and music merchandising to provide an informative lecture and demonstration.

#### II. Rental-Purchase and Purchase Options Required.

The vendor must offer a rental-purchase plan which meets the following criteria:

- A. The student must have the option of renting a new or used instrument. A fixed rental charge shall be applied toward the purchase price. Finance charges shall not change during a continuous period of rental. The student shall have to option at any time to return the instrument without obligation beyond the rent due as of the date of return based on the condition of the instrument.
- B. Each student shall have the option of purchasing on a one time, cash, check, or credit card payment basis any instrument listed on the promotional materials or demonstrated at the display night meeting or listed on an instrument price list approved by the district's band director.
- C. Every instrument rented or purchased must be warranted against defects in materials and workmanship for a period of one year.
- D. The vendor may offer at the purchaser's option an insurance policy on the instrument.

### III. Program Services Required of the Vendor

- A. The vendor shall make available for delivery within five(5) school days from the date of the order, the accessory items listed in attachment A.
- B. The vendor must provide comprehensive repair services for all instruments used in the band. The repair service may be provided by the vendor directly or through subcontractor procedures which shall not reduce the vendor's obligation to meet the service standards and schedules.
  - 1. The service must be capable of making all instrument repairs including complete overhauls.
  - 2. The service must include the capability of performing instrument re-lacquering.
  - 3. All services must be provided by a qualified technician who meets standards of training and experience satisfactory to the band director.
  - 4. The service must provide loan instrument to students whose instruments are being repaired when requested by the band director.
  - 5. The service must provide for pick-up and delivery of instruments for repair without cost to the student or the school.

### IV. Display Night Procedure

- A. Vendors are required to be present at the Edgewood-Colesburg School by\_\_\_\_(time)pm on\_\_\_\_\_(date), for a vendor informational meeting during which display areas and program schedules will be determined. Dates and times will be determined annually.
- B. The Display Night program will commence in the high school auditorium at \_\_\_\_\_(times to be determined). During this program, school personnel will make introductory comments and each vendor will be provided five minutes in which to explain their specific rental-purchase options.
- C. All displays will be set up prior to 6:00 pm with the following limitations:
  - 1. Each vendor shall offer and have on display the instruments and method books as listed on attachment B or their equivalents as approved by the band director. The appropriate book for each band instrument must be available for show and sale.

2. No banners may be displayed. Vendors may use place cards to identify themselves.
3. Each dealer will be allowed a maximum of 4 representatives.
4. Informational materials and credit applications may be handed out only within each vendor's assigned area.
5. Each vendor shall provide a detailed listing to the band director by individual student name, instrument rental or purchase, the manufacturer or brand name, and the names of all instrument method books following the conclusion of the Display Night activities.

V. Qualifications of Vendors

- A. Vendors who wish to participate in the display night of the Edgewood-Colesburg Schools must comply with the notice requirements. All vendors shall guarantee that they are able to provide all services and abide by all the terms in the conditions for participation.
- B. Qualifications as vendor shall be for a period of one school year, except that violation of rules or failure to meet any Condition for Participation shall be grounds for immediate vendor disqualification and removal from the Display Night activities.
- C. Failure to satisfy any one or more of the Conditions for Participation shall be grounds for disqualification of the vendor for that year's display meeting and that vendor shall continue to be disqualified from participation until such time as the vendor is able to demonstrate to the district its ability to comply with the Conditions for Participation.

Reviewed: 01/15/2020