

61ST ANNUAL PIANO TECHNICIANS GUILD
CONVENTION & TECHNICAL INSTITUTE

2018 Exhibit Prospectus

REIMAGINE

REINVENT REBUILD

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LANCASTER, PA
JULY 11-14, 2018

REGISTRATION BEGINS FEBRUARY 1ST.
CONVENTION.PTG.ORG

EXHIBITOR QUICKFACTS

Exhibition Company

The Lancaster County Convention Center is the official exhibition company for the 61st Annual PTG Convention and Technical Institute. Exhibitors will receive an exhibitor manual after signing and returning the Exhibit Space Application form to the Piano Technicians Guild. Limited hand carry of merchandise is allowed as long as no equipment is used. The booth package includes carpet, a six-foot table and two chairs. Shipping, drayage, additional furnishings and services such as electricity will be available for purchase.

Hotel

The Convention Headquarters hotel is the Lancaster Marriott at Penn Square (Single/Double/ Triple/Quad \$129). Reservations may be made online via convention.ptg.org. Information about discounted parking, airport transportation, and area attractions/restaurants is also available.

*Exhibit Hall opens at Noon on Wednesday, July 11
EXHIBIT BUNDLES AVAILABLE (See pages 4 and 5)*

EXHIBIT HALL HOURS

Monday, July 9	Decorator Set-up	8 a.m. to 4:30 p.m.
	Piano ONLY Move in	TBD
Tuesday, July 10	Exhibitor Set-up	8 a.m. to 5 p.m.
Wednesday, July 11	Exhibitor Set-up	8 a.m. to 11 a.m.
	Hall open	Noon to 4:30 p.m.
Thursday, July 12	Hall open	9 a.m. to 1:30 p.m.
	<i>(class break 9:30 to 10:30 a.m. and noon to 1:30 p.m.)</i>	
	Closed	1:30 p.m. to 2:45 p.m.
	Open 2:45 p.m. to 4:30 p.m.	
	<i>(class break from 3 to 4 p.m.)</i>	
Friday, July 13	Open 9 a.m. to 1:30 p.m.	
	<i>(class break 9:30 to 10:30 a.m. and noon to 1:30 p.m.)</i>	
	Closed	1:30 p.m. to 2:45 p.m.
	Open	2:45 p.m. to 4:30 p.m.
	<i>(class break from 3 to 4 p.m.)</i>	
Saturday, July 14	Open 9 a.m. to 1:30 p.m.	
	<i>(class break 9:30 to 10:30 a.m. and noon to 1:30 p.m.)</i>	
		HALL CLOSING AT 1:30
Exhibitor Move Out		1:30: p.m. to 5:00 p.m.
Sunday, July 15	Exhibitor Move Out	TBD
Monday, July 16	By arrangement	

All exhibit materials (with the exception of pianos) should be removed by 5 p.m. Saturday, July 14. All pianos must be removed by noon on Sunday, July 15. See Piano Move In/Out information on page 3. Any questions should be directed to Shawn Bruce at 913-276-5205 or shawn@ptg.org.

PIANO MOVE IN/OUT INFORMATION

PTG has made special arrangements for the movement of pianos. We will be requiring detailed information about your move-in and move-out plans. If you will be bringing pianos, please indicate this on your Exhibit Space Reservation form (page 7). A separate form will be provided for you to provide piano information.

Please remember:

1. *Your carrier/driver is responsible for the movement of all exhibit hall pianos to and from the trade show floor. The Piano Technicians Guild WILL NOT unload any exhibit pianos.*
2. *Please mark or label all items such as grand boards, moving pads and benches to indicate ownership.*
3. *PTG Institute class pianos and PTG testing pianos will take priority over any exhibit piano moves.*

SALES TAX INFORMATION

It is the exhibitor's responsibility to comply fully with all applicable federal, state and local tax laws and requirements, including but not limited to sales and use tax. PTG is unable to answer specific tax questions. Please consult your tax advisor.

PROGRAM GUIDE ADVERTISING

Distributed to all PTG convention attendees, the Convention Program is a great place to promote your business whether you have a booth in the exhibit hall or are interested in reaching out to the world's largest gathering of piano professionals. The publication enjoys a long shelf life and advertising rates are surprisingly affordable.

AD SIZES		B&W AD RATES	4-COLOR RATES
FULL PAGE	5 1/4"w by 8"h	\$750	\$950
1/2 PAGE	5 1/4"w by 3 7/8"h	\$400	\$550
1/4 PAGE	5 1/4"w by 2"h	\$199	\$325

Ad Description:

New (Camera-ready artwork must be provided.)

Pickup from _____

Amount Enclosed \$ _____

Mechanical Requirements:

A high resolution .pdf is required. Ads may be submitted by e-mail but must be confirmed with ad coordinator. Call for details.

- Trim size - 6"w by 8 1/2"
- Live space - 5 1/4"w by 8"h
- Bleed page - Allow 1/8" on all sides
- Binding - 3/8" Spiral notebook

Order:

Advertising Agency: _____

Contact: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

Authorized Signature: _____

Print Name: _____

Return to:

Piano Technicians Guild

Attn: Shawn Bruce

4444 Forest Ave

Kansas City, Kansas 66106-3750

913-432-9975 • Fax 913-432-9986

Reservation and Material Deadline

May 11, 2018

2018 EXHIBIT OPPORTUNITIES AND PRICING

Grand Bundle

	<u>if ordered a la carte</u>
2 Convention Booths with Priority Selection	\$1028 (\$514 by 2)
2 Class Registrations	Up to \$1258
1 4-Color Banner Ad in PTG E-news	\$225
Full Page Color Ad in Program Book	\$950
2 Golden Hammer Banquet Tickets	\$90 (\$45 by 2)
Coupon or Promotional Piece in Registrant Packet	\$150
Mailing List of All Convention Registrants	included
Company Link and Logo on Exhibitor Web Page	included
2 Exhibitor Reception Invitations	included
Promotional Video on Convention Website	\$100
Unlimited Exhibit Hall Badges	included
Total Cost \$3000	\$3801

Upright Bundle

	<u>if ordered a la carte</u>
2 Convention Booths with Priority Selection	\$1028 (\$514 by 2)
1 Class Registration	Up to \$629
1/2 Page 4-Color Ad in Program Book	\$550
1 Golden Hammer Banquet Ticket	\$45
Mailing List of All Convention Registrants	included
Company Link and Logo on Exhibitor Web Page	included
2 Exhibitor Reception Invitations	included
Promotional Video on Convention Website	\$100
Unlimited Exhibit Hall Badges	included
Total Cost \$1750	\$2352

Questions? Call PTG at 913-276-5205 or e-mail: shawn@ptg.org

Key Bundle

	<u>if ordered a la carte</u>
1 Convention Booth with Priority Selection	\$514
1/2 Page 4-Color Ad in Program Book	\$550
1 Golden Hammer Banquet ticket	\$45
Mailing List of All Convention Registrants	included
Company Link and Logo on Exhibitor Web Page	included
2 Exhibitor Reception Invitations	included
Promotional Video on Convention Website	\$100
Unlimited Exhibit Hall Badges	included
Total Cost \$1000	\$1209

Basic Exhibitor

	<u>if ordered a la carte</u>
1 Convention Booth	\$514
Mailing List of All Convention Registrants	included
Company Link and Logo on Exhibitor Web Page	included
2 Exhibitor Reception Invitations	included
Total Cost \$514	\$514

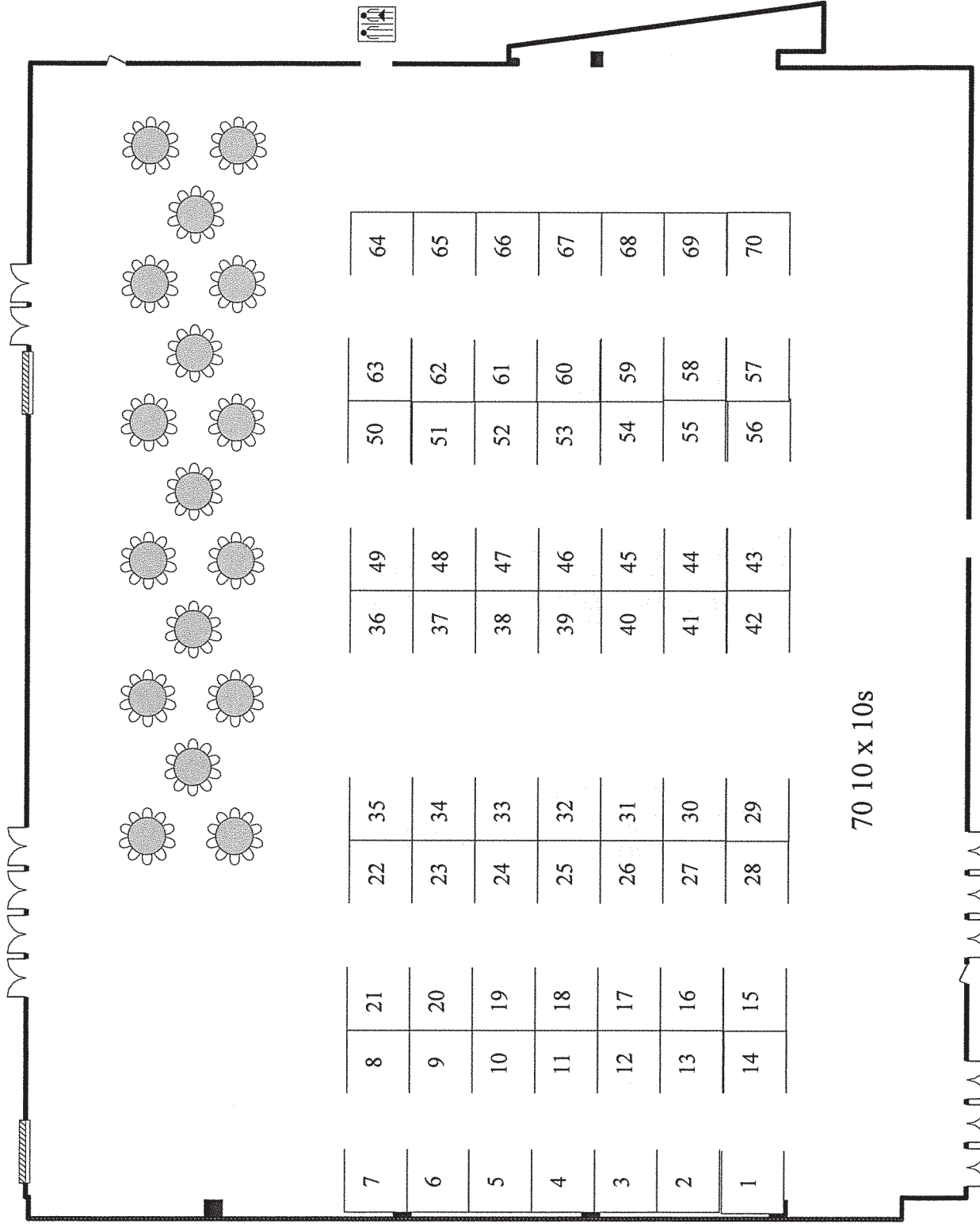
a la carte

1 Convention Booth	\$514
1 Class Registration	Up to \$629
Program Guide Advertising	See Page 3
1 Golden Hammer Banquet Ticket	\$45
Coupon or Promotional Piece in Registrant Packet	\$150
Additional Exhibitor Reception Invitations	Call
Promotional Video on Convention Website	\$100
Unlimited Exhibit Hall Badges	No charge

Package Level	+	Alacarte	=	Total
<hr style="width: 100%;"/>		<hr style="width: 100%;"/>		<hr style="width: 100%;"/>



Freedom B



7	8	21	22	35	36	49	50	63	64
6	9	20	23	34	37	48	51	62	65
5	10	19	24	33	38	47	52	61	66
4	11	18	25	32	39	46	53	60	67
3	12	17	26	31	40	45	54	59	68
2	13	16	27	30	41	44	55	58	69
1	14	15	28	29	42	43	56	57	70

Bundles Receive Priority Selection Floor plan subject to change.
Booths are 10 X 10. Booth is Carpeted.

PIANO TECHNICIANS GUILD

61TH ANNUAL CONVENTION AND INSTITUTE

EXHIBIT SPACE RESERVATION

WELCOME to the PTG Convention and Technical Institute!

*Exhibit Hall opens at Noon on Wednesday, July 11
Exhibit Bundles Available (see pages 4 and 5)*

The booth fee includes carpet, one six-foot table and two chairs per booth purchased. Fees for services, such as internet access, electricity and drayage, will be billed separately by the decorator and/or hotel. A deposit of one-half the exhibit fee must accompany the signed application before space can be reserved. The balance is due no later than May 11, 2018. Booths are assigned at the sole discretion of PTG; however, PTG will generally give exhibitors preference based on the date on which the signed contract and deposit is received. Booth reservations will not be taken over the phone. Please note: Registrations for exhibitors wishing to attend Institute Classes must be purchased separately (unless included with a sponsorship bundle).

PREFERRED BOOTH LOCATION
(BUNDLES RECEIVE PRIORITY SELECTION.
SPACE REQUESTS ARE NOT GUARANTEED)

First Choice: _____
Second Choice: _____
Third Choice: _____
Next to: _____
Away from: _____

EXHIBIT	FEES
Total from Page 5	_____
50% deposit due with application	_____
TOTAL ENCLOSED	_____
Balance (due by May 11, 2018)	_____

PTG reserves the right to make changes at any time to the locations, size and display limits of any exhibit. Please be sure to read exhibit hall policies and Procedures on the reverse side before signing this form.

Visa® MasterCard® Discover®
 Card #: _____
 Expiration Date: _____ CVV Code: _____

NAME OF BOOTH PERSONNEL

TITLE

I/We have read the rules, terms and conditions set forth in the "Exhibit Hall Policies And Procedures" listed on the reverse of this form, and agree to abide fully by them.

AUTHORIZED SIGNATURE _____ DATE _____

NAME (PLEASE PRINT) _____ TITLE _____

COMPANY NAME _____

ADDRESS _____ CITY, STATE & ZIP _____

PHONE _____ FAX _____ WEB _____

E-MAIL _____

OFFICE USE ONLY

Date received _____

Amount paid _____

Check # or Card _____

Balance _____

Date of balance paid _____

Check # or Card _____

Return to: PTG • 4444 Forest Ave • Kansas City, KS 66106 • 913-432-9975 • 913-432-9986 Fax

EXHIBIT HALL POLICIES AND PROCEDURES

FEES, RESERVATIONS AND REGISTRATION—A deposit of one-half the exhibit fee must accompany the signed application form before space can be reserved. Booth reservations will not be taken over the phone. Reservations will only be accepted by mail or fax and on a first-come, first-served basis. We accept Mastercard, Discover or Visa only. All fees must be paid in full by May 11, 2018. If payment in full is not received by that date, PTG reserves the right to resell the space. Under no circumstances will exhibitors be allowed to set up exhibits until all fees are paid. PTG reserves the right to defer assignment of exhibit space until all accounts with PTG are current.

PERSONNEL—Exhibitors wishing to attend classes must register and pay separately. Registrations do not include tickets for food functions or other optional activities, which must be purchased separately unless included with a bundle. Badges for exhibit personnel will be issued at the convention registration desk and are not transferrable.

BOOTH ASSIGNMENTS—Booths are assigned at the sole discretion of PTG; provided however, that PTG will generally give exhibitors preference based on the exhibit bundle level selected and when the signed contract and deposit is received by PTG. PTG reserves the right to make changes at any time to the location, size and display limits of any exhibit.

EXHIBITOR SERVICES—Exhibitors must arrange and contract for collateral services such as decorating, furniture rental, electrical connections, drayage and similar services with the appointed exhibit service contractors. Such services will be billed directly by the contractor. A packet containing service contract order forms and other information will be sent to each exhibitor as soon as booths have been assigned. Those exhibitors who will be displaying pianos should review the information contained in this packet regarding the movement of pianos from the shipping area to the exhibit floor.

CANCELLATION—If written notice of cancellation is received by PTG prior to May 11, 2018 PTG shall have the option to refund the exhibit fees less an amount equal to 25% of total cost of space contracted. No refunds will be issued after May 11, 2018. The parties agree that these remedies represent liquidated damages and are a reasonable estimation of PTG's damages. In the event of cancellation of the PTG Annual Convention and Institute (the "Convention"), the Board of Directors of PTG, in its sole discretion, shall determine the basis for the refund of monies received from exhibitors remaining after payment of expenses incurred, if any.

OPERATION OF BOOTHS—Selling and order-taking is permitted but must be confined to exhibitors' booths or the lounge area in the exhibit hall. Exhibitors and their employees, representative and agents may not sell or take orders elsewhere in the exhibit hall or in other convention areas. An exhibitor may exhibit only goods that it manufactures or goods that it is authorized by the manufacturer to exhibit. It is the exhibitor's responsibility to comply fully with any applicable federal, state and local tax laws and requirements, including but not limited to sales and use taxes.

If PTG determines, in its sole discretion, that an exhibit or the conduct of an exhibitor (a) violates applicable law, (b) violates these terms and conditions or the regulations of the exhibit hall, (c) are objectionable or otherwise detract from or are out of keeping with the character of the Convention and exhibit hall as a whole (whether as a result of noise, method of operation, or any other reason) or (d) is not in keeping with the interests of PTG, PTG shall have the right, without any refund of the exhibit or other fees paid to PTG or others, to require the immediate removal of the exhibit or the offending exhibitor or such lesser remedy as determined by PTG.

Exhibits may not project beyond the space allotted or interfere with traffic to exhibits of others. No demonstrations or other activities interfering with other exhibitors will be permitted. In the interest of accountability and safety, no exhibitor shall assign or sublet or share the space allotted with another business or firm unless approval has been obtained in writing from PTG.

Nails, tacks, gummed labels or stickers and other similar materials may not be used on the walls of the exhibit hall. Exhibitors causing damage to the exhibit hall will be responsible for cost incurred. No signs other than those furnished by PTG may be placed outside of any exhibitor's space or in doorways or hallways of such space. Design of exhibit floor and hall access locations will be solely the decision of PTG.

EXHIBITOR RESPONSIBILITIES—The exhibitor shall be responsible for securing any and all necessary licenses or consents for:

A) Any performance (whether live or by any type of recording and/or playback mechanism), displays or other uses of copyrighted works or patented inventions; and B) Any name, likeness, signature, voice or other impression, or other intellectual property, which is used, directly or indirectly, by the exhibitor.

Exhibitor agrees not to photograph, videotape, depict, or record for commercial or noncommercial use the Convention, its exhibits, events or those attending unless given written permission by PTG. Exhibitor authorizes PTG and its representatives to photograph, videotape, depict or record for any use the Convention, its exhibits, events and those attending (including exhibitor's representatives.)

LIABILITY—PTG, its officers, directors, agents and employees are not responsible for and shall not be liable for any injuries to any exhibitor, its officers, directors, agents employees, customers or potential customers nor for any loss or damages to any of

their goods, wares, merchandise, chattels or property for any cause whatsoever while such goods, wares, merchandise, chattels or property are in transit to or from the Convention and its officers, directors, agents and employees are not responsible for and shall not be liable for any acts omissions or representations of any exhibitor, or any of the officers, directors, agents or employees of the exhibit hall or of any exhibitor.

Exhibitor expressly agrees to assume all risk and to indemnify, defend and hold harmless PTG, its officers, directors, agents and employees from and against any and all claims, demands, defense costs, liability expense (including attorney's fees) or damages of any kind or nature arising out of or in connection with injury of, or damage to or any loss of property belonging to exhibitor or exhibitor's employees, contractors, representatives, patrons, guests or invitees, excepting that portion of such claims, demands, defense costs, liability, expense or damages arising out of the sole negligence or willful misconduct of PTG.

Exhibitor shall hold harmless and indemnify PTG and its officers, directors, agents and employees from and against all loss, cost, expense claim, liability or damage, including reasonable attorney's fees, arising in connection with Exhibitor's exhibit or any conduct by Exhibitor, its officers, directors, agents, employees or representatives, including but not limited to tortious activity of any kind (including libel, slander or injuries caused by sound level in or around exhibitor's exhibit), trademark or copyright infringement or failure to comply with these or any other rules and regulations of PTG or the exhibit hall.

INSURANCE—Exhibitor shall be required, as a condition for exhibitor's right to exhibit at the Convention, to maintain the following insurance coverages: Commercial General Liability. Products/Completed Operations, Personal Injury and Automobile Liability (if owned company vehicles will be delivering items to the show site) with minimum limits of not less than \$1,000,000. Also, Fire Legal Liability with a minimum limit of \$50,000 and medical payments with a minimum limit of \$5,000. In addition, coverage must be maintained for property insurance for exhibitors goods, wares, merchandise, chattels and any other property (i.e. transit from factory or warehouse to the exhibition hall while stored or exhibited, and returned to the exhibitor's premises). Each exhibitor must make provisions for the safeguarding of his goods, wares, merchandise, chattels or property since PTG will not be responsible for any injury thereto. All coverages shall name PTG and the exhibit hall as additional insured. Exhibitor agrees to waive all subrogation claims against PTG, the exhibit hall, their officers, directors, agents and employees for any and all claims, demands, defense costs, liabilities, expenses or damages of any kind or nature arising out of or in connection with damage to or loss of any property.

All exhibitor personnel must wear their PTG exhibitor badges when working in the exhibit areas. No one will be admitted without a PTG badge. Exhibitors are required to have completed their set-up and installation of merchandise in their space no later than 11 a.m., Wednesday, July 11, 2018. All exhibits must be occupied at all times during open show hours. Booths must be occupied 30 minutes prior to the opening of the exhibit hall during the show, and will not be dismantled prior to the published show closing. PTG reserves the right to change the show schedule without prior notice.

DISMANTLE/MOVE OUT— The show officially closes at 1:30 p.m. Saturday, July 14, 2018. No exhibitor may dismantle prior to 1:30 p.m. on that date. Such violations may disturb surrounding exhibitors and threaten the safety of exhibitors and attendees. Violators of this regulation may be denied the right to exhibit at future shows sponsored by PTG. All exhibit material (excluding pianos) must be removed from the exhibit area by 5 p.m. July 14, 2018.

OTHER NOTES

- Exhibitors are prohibited from tuning the pianos in their booths during exhibit hall hours either by the exhibitor or any convention attendee.
- Set-up will not be allowed until the specified move-in times. Please schedule your piano shipments accordingly.
- All Pianos must be moved out of the exhibit hall by Sunday July 15, 2018 at noon, unless other arrangements have been made.

INTERPRETATION—PTG shall have the full power to interpret and enforce all Policies and Procedures contained herein and full power to amend these and make such additional Rules and Regulations as shall be necessary for proper conduct of the exhibit hall. All such decisions shall be binding upon each exhibitor.

Exhibitor shall reimburse PTG for all of its costs and expenses (including attorneys' fees) in enforcing the terms hereof.

This agreement shall be governed in all respects by the laws of the State of Kansas and any action between the parties to this agreement shall be maintained only in a court of competent jurisdiction in Wyandotte County, Kansas. In the events that any provision of this Agreement becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable or void, this agreement shall continue in full force and effect without said provision, provided that no such severability shall be effective if it materially changes the economic benefit of this agreement to any party.