



# ◆ ACE UP YOUR SLEEVE ◆



**AUTHORITY | COMPETENCY | EXPERTISE**

**2024 ANNUAL PIANO TECHNICIANS GUILD  
CONVENTION & TECHNICAL INSTITUTE  
JULY 17-20**

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**NUGGET CASINO & RESORT - RENO, NEVADA**

**CONVENTION.PTG.ORG**



# EXHIBITOR QUICKFACTS

## **What's Included in the Booth Package**

Each booth includes carpet, one six-foot table and two chairs per booth purchased. Additional tables, chairs, drayage and other decorator services will be available through GES, the show decorators. Loading dock access is restricted to GES and to pianos/piano materials. Exhibitors may hand carry their own limited exhibit materials through the main entrance. Exhibitors will be provided an electronic service manual.

Electrical may be ordered as part of your exhibit fee for \$175. Basic Internet will be available at no charge.

## **Hotel**

The Convention Headquarters hotel is the Nugget Casino Resort. (Single/Double \$119 plus taxes and fees per room). Reservations may be made online, via [convention.ptg.org](http://convention.ptg.org). Information about parking, airport transportation, area attractions and restaurants is also available at [convention.ptg.org](http://convention.ptg.org).

*Exhibit Hall opens at Noon on Wednesday, July 17th*

## **EXHIBIT HALL HOURS**

Monday, July 15th	Decorator Set-up..... 8 a.m. - 4:30 p.m. Piano ONLY Move-In ..... TBD
Tuesday, July 16th	Exhibitor Set-up ..... 8 a.m. - 5 p.m.
Wednesday, July 17th	Exhibitor Set-up ..... 8 a.m. - 11 a.m. Hall open ..... Noon - 4:30 p.m.
Thursday, July 18th	Hall open ..... 9 a.m. - 1:30 p.m. <i>(class break 9:30 - 10:30 a.m. and noon - 1:30 p.m.)</i> Closed..... 1:30 p.m. - 2:45 p.m. Open ..... 2:45 p.m. - 4:30 p.m. <i>(class break 3 - 4 p.m.)</i>
Friday, July 19th	Open ..... 9 a.m. - 1:30 p.m. <i>(class break 9:30 - 10:30 a.m. and noon - 1:30 p.m.)</i> Closed..... 1:30 p.m. - 2:45 p.m. Open ..... 2:45 p.m. - 4:30 p.m. <i>(class break 3 - 4 p.m.)</i>
Saturday, July 20th	Open ..... 9 a.m. - 1:30 p.m. <i>(class break 9:30 - 10:30 a.m. and noon - 1:30 p.m.)</i> HALL CLOSES AT 1:30 p.m. Exhibitor Move-Out ..... 1:30 p.m. - 5:00 p.m.
Sunday, July 21st	Piano Move-Out/Decorator Teardown ..... TBD
Monday, July 22nd	Piano Move-Out ..... By Arrangement Only

All exhibit materials (with the exception of pianos) should be removed by 5 p.m. Saturday, July 20th. All pianos must be removed by noon on Monday, July 22nd. 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](mailto: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.
2. The Piano Technicians Guild WILL NOT unload any exhibit pianos.
3. Please mark or label all items such as grand boards, moving pads, and benches to indicate ownership. 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 any 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	7 1/2" wide x 10"	\$750	\$950
Half Page	7 1/2" wide x 5"	\$400	\$550
Quarter Page	4 7/8" wide x 3 1/2"	\$199	\$325

### Ad Description:

\_\_\_ New (See Submission Requirements)  
 \_\_\_ Pickup from \_\_\_\_\_  
 Amount Enclosed \$ \_\_\_\_\_

### SUBMISSION 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 - 8 1/2" by 11"
- Bleed page - Allow 3/16" on all sides
- Binding - saddle stitch

### Order:

Advertising Agency: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_

### Return to

Piano Technicians Guild  
 Attn: Shawn Bruce  
 4444 Forest Ave  
 Kansas City, KS 66106-3750  
 913-432-9975 • Fax: 913-432-9986

**Reservation and Material  
 Deadline May 1, 2024**

# **Exhibit Opportunities & Pricing**

## **Grand Sponsor Bundle**

### **Includes**

- 2 Convention Booths with Priority Selection
- 2 Class Registrations (Includes Banquet Tickets)
- 4-Color Banner Ad in PTG E-News
- Full Page Color Ad in Program Book
- Coupon or Promotional Piece in Registrant Packet
- Mailing List of All Convention Registrants
- Company Link on Exhibitor Web Page
- Promotional Video on Convention Website
- Unlimited Exhibit Hall Badges

**Total Sponsorship Cost \$3,050**

## **Upright Sponsor Bundle**

### **Includes**

- 2 Convention Booths with Priority Selection
- 1 Class Registrations (Includes Banquet Ticket)
- Half Page Color Ad in Program Book **or** Color Banner Ad in PTG E-News
- Mailing List of All Convention Registrants
- Company Link on Exhibitor Web Page
- Unlimited Exhibit Hall Badges

**Total Sponsorship Cost \$1,800**

## **Key Sponsor Bundle**

### **Includes**

One Convention Booth with Priority Selection  
Half Page Color Ad in Program Book **or** Color Banner Ad in PTG E-News  
One Golden Hammer Banquet Ticket  
Mailing List of All Convention Registrants  
Company Link on Exhibitor Web Page  
Unlimited Exhibit Hall Badges

**Total Sponsorship Cost \$1,050**

## **Basic Exhibitor**

### **Includes**

One Convention Booth  
Mailing List of All Convention Registrants  
Company Link on Exhibitor Web Page  
Unlimited Exhibit Hall Badges

**Total Cost \$634**

## **À la carte Prices**

Add a Convention Booth: \$634  
1 Class Registration : up to \$769  
Program Book Advertising: See Page 3  
1 Golden Hammer Banquet Ticket: \$65  
Insert Coupon or Promotional Piece in Registrant Packet: \$150  
Unlimited Exhibit Hall Badges : Free

# Piano Technicians Guild Annual Convention and Technical Institute July 17-20, 2024 Nugget Casino and Resort - Nugget 1 Floorplan

1826	1827	1926	1927	2026	2027	2126
1824	1825	1924	1925	2024	2025	2124
1822	1823	1922	1923	2022	2023	2122
1820	1821	1920	1921	2020	2021	2120

**ENTRANCE**

1816	1817	1916	1917	2016	2017	2116
1814	1815	1914	1915	2014	2015	2114
1812	1813	1912	1913	2012	2013	2112
1810	1811	1910	1911	2010		
1808	1809	1908	1909	2008		

Sponsors Receive Priority Selection. Floor Plan is subject to change.

Booths are 10' x 10'. Booths are carpeted.

# Piano Technicians Guild Annual Convention and Technical Institute Exhibit Space Reservation

Exhibit Hall opens at Noon on Wednesday, July 17  
Sponsorship Bundles Available (see pages 4 and 5)

The booth fee includes carpet, one six-foot table and two chairs per booth purchased. Electrical Services may be added. One-half the exhibit fee must accompany the signed application before space can be reserved. The balance is due no later than June 1, 2024. Booths are assigned at the sole discretion of PTG. PTG will generally give exhibitors preference based on sponsorship bundle purchase, prior exhibiting, and 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

(Sponsors Receive Priority Selection. Space Requests Are Not Guaranteed)

First Choice: \_\_\_\_\_  
 Second Choice: \_\_\_\_\_  
 Third Choice: \_\_\_\_\_  
 Next to: \_\_\_\_\_  
 Away from: \_\_\_\_\_

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.

### Exhibit fees

Sponsorship/Booth Total	_____
Add electric? <input type="checkbox"/> Y <input type="checkbox"/> N	\$175
Less 50% deposit (due with application)	_____
Total Due by June 1st, 2024	_____

Visa     MasterCard     Discover     AmEx

Card #: \_\_\_\_\_

Expiration: \_\_\_\_\_ CVV code: \_\_\_\_\_

Name(s) of Booth Personnel

Title

_____	_____
_____	_____
_____	_____
_____	_____

I have read the rules, terms and conditions set forth in the "Exhibit Hall Policies and Procedures" listed on the reverse side 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: \_\_\_\_\_

**For Office Use Only**

Date received: \_\_\_\_\_

Amount paid: \_\_\_\_\_

Check # or Card: \_\_\_\_\_

Balance: \_\_\_\_\_

Date balance paid: \_\_\_\_\_

Check # or Card: \_\_\_\_\_



# 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, Visa and American Express. All fees must be paid in full by June 1, 2024. 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 ticketed 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 electrical and internet connections, if desired. Such services may be billed directly. Those exhibitors who will be displaying pianos should review the information contained in this information packet regarding the movement of pianos from the shipping floor area to the exhibit floor. Please note that other decorator services such as drayage are not included with the exhibit fee and will be billed directly by the exhibit company

## Cancellation

If written notice of cancellation is received by PTG prior to June 1, 2024 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 June 1, 2024. 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:

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 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.

## Booth Operation

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 17, 2024. 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 20, 2024. No exhibitor may disassemble prior to 1:30 p.m. on that date. Violators of this regulation may be denied the right to exhibit ad future shows sponsored by the PTG. All exhibit materials (excluding pianos) should be removed from the exhibit area by 5 p.m., July 20, 2024.

## Miscellaneous

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 noon on Monday July 22, 2024

## 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 materially changes the economic benefit of this agreement to any party.