The Piano Conference: NCKP 2027

June 11–13, 2027: International Online Event
July 28–31, 2027: In-Person Summit & Conference

Amplify the Community: Inspire the Future

RULES AND REGULATIONS

1. ORGANIZERS AND CONCERENCE INFORMATION
The Piano Conference: NCKP 2027 is organized by The Frances Clark Center for Keyboard Pedagogy, 4543 Route 27 Kingston, NJ 08528. The dates and times for The Piano Conference: NCKP 2027 are as follows:

International Online Event: June 11-13, 2027
In-Person Summit and Conference: July 28-31, 2027
The Westin Chicago Lombard
70 Yorktown Shopping Center, Lombard, IL 60148

In this document, NCKP refers to the organizers and The Frances Clark Center administrative staff of The Piano Conference: NCKP 2027. For purposes of these Rules and Regulations, “exhibit” includes the exhibitor, or the employees and agents, their behavior, demeanor and appearance, the content, appearance and operation of the exhibit, printed materials, music, sounds, visual images, or anything of a character connected with or related to the exhibit.

2. ASSIGNMENT OF SPACE
The initial assignment of exhibit booths will be made from the exhibitor contracts received on or before 11:59 p.m. Pacific Time, November 30, 2026, and accompanied by full payment. NCKP will assign booths and tables at its discretion and without any guarantee that an exhibitor will be assigned their preference. The initial assignment of exhibit booths and tables will be based on, but not limited to, consideration of the following factors:

- Date of receipt of exhibitor contract and total payment
- Current and historic quantity of NCKP booth purchases
- Previous compliance with NCKP's Exhibitor Rules and Regulations
- Noise considerations

NCKP, in its sole discretion, may also take into account the history of previous NCKP conference participation by (i) an affiliate of the applying exhibitor, (ii) a previous exhibitor whose assets have been acquired by an applying exhibitor, or (iii) an applying exhibitor with a history of sharing exhibit booths. Such factors will be given consideration along with the demand for the desired exhibit booth(s), the needs and purposes of NCKP, and other factors. This additional deliberation will not necessarily result in assignment of exhibit booth(s).

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2. ASSIGNMENT OF SPACE (CONTINUED)
Assignment of exhibit booths for contracts received after November 20, 2026 will be made on a first-come, first-served basis in accordance with the factors previously stated herein. No booth space will be assigned until payment in full has been received. All or any portion of the exhibit space covered in this contract may not be reassigned to any other firm or individual by the contracting exhibitor without the consent of NCKP. NCKP shall have full discretion and authority in the placement, arrangement and appearance of all exhibits. NCKP is authorized in its sole discretion to require the modification or removal of any exhibit that is deemed to be unlawful, a violation of these Rules and Regulations, offensive, or which detracts from the general character of the exhibition.

3. SHOWCASES
Twenty (20) 50-minute regular showcase sessions and four (4) 50-minute piano-lab showcase sessions are available during the in-person conference. Selling and order taking is permitted in showcase rooms as long as the room is completely empty by the end of the hour.

Piano Lab Showcase Guidelines
All users of the piano lab must strictly adhere to these policies.

Use of multi-station digital keyboard lab with teacher console:

- Do not move or unplug any units
- Ensure all equipment is turned off at the end of the session
- Do not use electronic accessories without specific guidance from the manufacturer
- After the showcase, remove all materials and leave the room as you found it.

4. SETUP AND MOVE IN
Each exhibit booth must be ready for inspection no later than the official exhibition opening on Thursday, July 29, 2027 at 9:00 a.m. Central Time. Failure to occupy the contracted exhibit space for the opening hour of the first day of the exhibition constitutes forfeiture of the space. Space may be reassigned at the discretion of NCKP, and no refund of fees will be made.

Specific guidelines regarding set up and move in will be provided in the exhibitor kit by Valley Expo.

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5. DISMANTLE AND MOVE OUT

The Piano Conference: NCKP 2027 Exhibit Hall officially closes Saturday, July 31, 2027 at 12:00 p.m. No exhibitor may dismantle prior to this time. All exhibit material must be removed from the exhibit hall by 3:00 p.m., Saturday, July 31, 2027.

Specific guidelines regarding dismantling and move out are provided in the exhibitor kit by Valley Expo.

6. EXHIBITION REGULATIONS

- All exhibits must conform to the contracted booth dimensions. No display arrangement or signage will be permitted in the aisles or in a position that obstructs the visibility of another exhibitor's booth.
- Live models in the employ of an exhibitor must remain in the space assigned to the exhibitor. Distribution of circulars or promotional materials is permitted only within the contracted booth space.
- Nails, tacks, gummed labels or stickers and other similar materials may not be used on the walls of the exhibition hall. Exhibit materials may not be pinned or glued to exhibit booth draping. No signs other than those authorized by NCKP may be placed outside any exhibitor's booth space. Free-standing signage is permitted, so long that it does not obstruct walkways or the view of other exhibitors.
- Reasonable sound levels must be employed in all exhibit booths. Earphones shall be employed for appropriate instruments.
- Order taking and selling will be permitted exclusively in assigned booth spaces and within the timeframe of the exhibitor's showcase or piano lab reservation. It is the responsibility of the exhibitor to comply fully with any applicable state and local sales and use tax laws and requirements.
- It is the responsibility of each exhibitor to comply with all local fire and electrical safety regulations. All exhibit decorations must be made of flameproof material, and hangings must not reach the floor. Boxes and combustible liquids or materials may not be stored in exhibit booths.
- Exhibitors must abide by applicable trade union regulations that pertain to exhibitor personnel working in the exhibition hall.
- Exhibitors are solely responsible for any fees incurred for damage to the exhibit hall.

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7. MUSIC LICENSING
It is the sole and exclusive responsibility of the exhibiting company to arrange for performance and mechanical licenses for copyrighted music used in its booth.

8. LIABILITY AND INSURANCE
NCKP shall not be liable for any damage to or loss of exhibitor's property, nor for injury or death of exhibitor or its employees, representatives or agents, nor for any damage of any nature to exhibitor's business, nor for the failure to hold the exhibition as scheduled, unless such damage, loss, injury, death or failure to hold the exhibit is the direct and proximate result of the intentional or grossly negligent act of NCKP. In the event of any such intentional or grossly negligent act of NCKP, NCKP's liability to exhibitor, if any, shall in no event exceed the total amount paid to NCKP hereunder by exhibitor. Exhibitor hereby agrees to indemnify, hold harmless and defend NCKP from and against any and all liability, responsibility, loss, damage, cost or expenses of any kind whatsoever, including, but not limited to, attorneys' fees, which NCKP may incur, suffer or be required to pay as a result of or arising directly or indirectly from any intentional or negligent act or omission by exhibitor or any of its employees, representatives or agents. NCKP will carry public liability insurance solely for the protection of NCKP. Such public liability insurance shall not cover the exhibitors, their property, employees, representatives or agents. NCKP recommends that exhibitors obtain insurance coverage for themselves, their employees, representatives and agents, and their property.

9. CANCELLATION
No exhibit space, showcases and advertisements will be refunded if the vendor chooses to cancel their registration. In the event of cancellation of the The Piano Conference: NCKP 2027 because of circumstances beyond NCKP's control, NCKP shall determine an equitable basis for the refund of monies received from exhibitors, if any, after deducting the portion of the expenses incurred that are allocable to each exhibitor.

10. LOADING DOCK/MATERIAL HANDLING/INSTALLATION/DISMANTLE OF DISPLAYS
Exhibitors must adhere to the guidelines for loading, material handling, installation, and dismantling of displays as outlined in the exhibitor kit by Valley Expo.

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11. PHOTOGRAPHY
Exhibiting, registration and attendance at the exhibition and NCKP's meetings and events constitutes an agreement by the exhibitor and the registrant to NCKP's use and distribution (both now and in the future) of the exhibitor's and registrant's image or voice in photographs, videotapes, electronic reproductions and audio tapes of such exhibition, meeting or event.

12. HEALTH AND SAFETY POLICY
The health and safety of all conference attendees is our priority. NCKP reserves the right to establish health and safety guidelines for the event.

13. ARBITRATION
Exhibitor agrees that any and all claims arising under the agreement to exhibit with The Piano Conference: NCKP 2027 or under any statutory or common law by one party against the other party shall be brought exclusively before the American Arbitration Association in Sommerset, New Jersey, where it shall be resolved by final and binding arbitration under the rules of the American Arbitration Association. Any award or order issued by the arbitrator may be confirmed as a judgment or order in any court of competent jurisdiction.

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