

2016 UEA Convention & Education Exposition

South Towne Expo Center - 9575 South State Street, Sandy Utah

October 20-21, 2016

Exhibitor's Application/Contract



Please complete this form and return with full payment to:

Meg Tanner, UEA Exhibit Hall Manager, 875 East Pontiac Dr., Murray, UT 84107,
Email: meg.tanner@myUEA.org, Phone: (801) 266-4461 Ext. 100, Fax: (801) 265-2249.

Note: While this application/contract requests personal and financial information, our fax system delivers securely to my inbox as a PDF. Please be sure the fax from which you send your information is similarly secure.

Your company/organization name _____
(Please print clearly as your company name will appear as written above on all printed materials)

Nature of business _____

Product Brands _____

Name _____ Title _____

Address _____ City/St/Zip _____

Phone _____ Ext _____ Email _____

Non-Profit organizations: Fill in information below. Contact UEA for non-profit booth rate.

501(c)3 # _____ Annual revenue _____ Annual operating expenses _____

Sources of revenue _____ Expenditures are made for _____

Mission & goals of organization _____

Booth Package includes: Standard pipe/drape (8 ft. high back panel & 3 ft. high side panels), booth identification sign, one (1) six-foot skirted table, one (1) chair and one (1) waste basket. Booths are reserved on a first come first served basis. There will be **NO REFUNDS**. If you need to cancel for any reason there will not be a refund.

Booth Type/Qty: Front Entrance (\$500) _____ Corner (\$475) _____ Inline (\$450) _____ Non-Profit _____
(Inline spaces only)

Pay by Credit Card:

Type: VISA _____ AMEX _____ MC _____ DISCOVER _____

Cardholders Name _____

Credit Card Number _____

Exp. Date _____ Security Code _____ Billing Zip Code _____

Pay by Check enclosed

in the amount of

\$ _____

Please note: checks will not be
accepted after September 15,
2016

Signature _____ Date _____

In accordance with the provisions of the Exhibitor Rules and Regulations (on reverse) governing exhibits at the 2016 UEA Convention & Education Exhibition, the undersigned hereby makes application for exhibit space(s), which when accepted by the UEA and accompanied with full payment, becomes a contract.

Exhibitor's Information, Rules & Regulations

The Utah Education Association reserves the right to decline an exhibitors offer to enter into a contract and will not be liable for any expenses incurred by any party in anticipation of entering into a contract that is not executed per the terms indicated. By signing this Exhibitors Application/Contract applicants agree to the terms outlined in the Exhibitor's Information, Rules & Regulations.

Exhibit Space Rules

- No exhibit space shall be sold to any organization which is in competition with the UEA or is contrary to its goals and purposes.
- The UEA has the right to reject any exhibit not deemed to be advisable or appropriate.
- The rights of the exhibitor cannot be assigned to any other firm or person whatsoever.
- Exhibitor will keep all materials, displays, distribution of fliers and advertisements within its designated exhibit space.
- Exhibits that include the operation of musical instruments, radios, sound equipment, public address systems, video production or any noise-making machines must be conducted or arranged as to not disturb adjacent exhibitors or their patrons.
- Helium-filled balloons are not allowed. If helium-filled balloons are used, exhibitor agrees to pay any and all costs associated with the removal of balloons that escape or are released into the Exhibit Halls.
- Exhibitor will comply with fire code restriction of nonflammable draping and meet any other requirements the Fire Marshal deems necessary.
- Combustible materials or explosives are not permitted in the hall.
- Food and beverage sampling — Food and beverage samples cannot be greater than two (2) oz. Exhibitors who process or distribute food in their normal course of business and would like to distribute food during the Convention can request a full copy of the South Towne Expo Center's guidelines.

Exhibit Hall Hours

Installation

Wednesday, October 19. 9 a.m. – 6 p.m.

Hall open hours

Thursday, October 20. 11 a.m. - 5 p.m.

Friday, October 21. 11 a.m. - 5 p.m.

Dismantling

Friday, October 21. Hall Close - 9 p.m.

Exhibit Space Occupancy

UEA shall specify the hours and dates for installing, occupying and dismantling exhibits. If exhibitor fails to install its display in its assigned space by 10 a.m. on Thursday, October 20, 2016 or leaves its space unattended at any time during the event the UEA shall have the right to take possession of the space, terminate this contract and no refund will be due to exhibitor. All exhibits must be open for business and an exhibitor's representative must be present during open hall times during the event.

Convention Decorator Services

Global Experience Specialists, GES, is our convention decorator. You may order carpeting, electricity, etc. by contacting them via a link to the show manual, which will be provided to you in an email.

Internet and phone line services

Internet and phone line services are provided by **South Towne Exposition Center**. You may contact them to place an order at your own expense via their website, www.southtowneexpo.com.

Marketing

- Your company name will be printed in the UEA Convention program which is mailed to all UEA Members, education administrators, school board members, education students, legislators and government agencies specific to education in Utah.
- You may contact the UEA Convention Program developer to inquire about purchasing ad space within the UEA Convention Program. This is the only advertising opportunity to reach all of Utah's professional educators.
- Your company name will also be listed in the separate Exhibitor list which is distributed to all attendees.
- Fifty (50) free printed tickets to the event will be provided per vendor.
- Free e-ticket to the event will be provided on which you may place your company's logo and email to your customer base.
- Complimentary Exhibit Hall passes for all booth representatives.
- Traffic builders in the Exhibit Hall – hourly giveaways.

Sales Tax

Utah sales tax should be collected from consumers on all sales at the Convention. If you have any questions, please contact the Special Event Unit of the Utah State Tax Commission, 801-297-6303.

Assumption of Risks; Releases

Exhibitor expressly assumes all risks associated with, resulting from or arising in connection with exhibitors participation or presence at the event; including without limitation, all exhibit materials delivered, maintained and removed, any loss, damage, theft, harm or injury to or of any person (including death), property, business or profits of exhibitor, whether caused by negligence, intentional acts, accident, acts of God or otherwise. Exhibitor has sole responsibility for its property or any theft, damage or other loss to such property, including any subrogation claims by its insurer. Neither the UEA, its members, patrons nor the facility shall be liable or responsible, nor is a bailment created for property delivered by or to exhibitor, for any loss, damage, death or injury from any cause whatsoever. The UEA recommends that after hours any items on display be covered and/or locked. Please be aware the Exhibit Hall is open to the public. All claims for any such loss, damage, death or injury are expressly waived by exhibitor and exhibitor warrants that exhibitor will forever indemnify, save harmless and defend the UEA from and against any and all claims, demands, suits, persons or property arising out of, or in action against the undersigned brought to enforce any provision of this contract.