



Summer Vendor Exhibit

EXHIBIT IS TWO HALF DAYS – TIMES ARE SUBJECT TO CHANGE

COST: \$300

FREE Wi-Fi, 10X10 DRAPED BACKWALL SPACE, 6X6 DRAPED TABLE, TWO CHAIRS, AND NAME BADGES

ELECTRICITY AVAILABLE – NO CHARGE

BOOTH ASSIGNMENTS ARE GIVEN AT CHECK-IN

LOCATION

Eccles Center – located in Park City High School

1750 Kearns Boulevard

Park City, UT 84060

June 9th & 10th

REGISTRATION & GENERAL INFORMATION: GERI McCAULEY AT geri.mccauley@uassp.org

SHIPPING & DELIVERY: CONTACT: BRET HUGHES AT bhughes@pcschoools.us

FIRST DAY

Check in/Set up

- Anytime between **10:00 am and 1:00 pm** (New time)
- Park in the Eccles Center or Park City High School parking lot
- Enter through Eccles Center main entrance
- Dolly/cart available
- Check in at the registration table for vendor packet and space assignment
 - Vendor packet contains booth assignment, agenda, stamps for stamp card, and name badges (attendee list will be emailed) – see below for more information

Exhibit

1:30 pm – 3:00 pm

- During administrator registration
- Snacks and beverages included

SECOND DAY

Exhibit

Morning

7:15 am – 8:00 am

- During breakfast
- Continental breakfast included

Break

9:45 am – 10:30 am

- Snacks and beverages included
- Exhibit ends after break

Exhibit Breakdown

- 10:30 am – 12:00 pm

ADDITIONAL INFO – **PLEASE READ**

- Merchandising, games, and signage are welcome to promote your business if it fits in your space and doesn't encroach on another vendor's space.
- A spreadsheet with **attendees' names and schools will be emailed the Friday before the vendor exhibit.**
 - **No emails are provided.**
- Approximately 300 administrators will attend the conference.
 - The administrators meet in a separate area during the conference and only attend the exhibit at scheduled times.
 - Not all administrators will choose to attend. **Plan for about 200.**
- During the exhibition times, there will be members of the UASSP team to help promote vendor products and services.
- You are welcome to come and go during the down times at the event.
- Refreshments and beverages for both vendors and administrators are set up in the vendor exhibit area.
- UASSP provides administrators a stamp card with each exhibitor's logo to encourage them to visit vendor booths.
 - An ink stamp will be provided for vendors to stamp the individual cards.
 - UASSP gives away prizes at the end of the conference on Wednesday for completed cards.
- Prizes donated by vendors who want UASSP to give to administrators will be distributed at the end of the conference.
 - **Please attach your business name and contact information to the prize.**
 - Vendor donations can be given to a UASSP team member at check in **OR** you can have your own prize give away at your booth.

MORE INFORMATION AND THE LINK FOR OUR HOTEL GROUP RATE WILL BE EMAILED AS SOON AS IT IS AVAILABLE.

WANT TO GOLF WITH ADMINISTRATORS?

[Register](#) for summer golf – 4-man scramble

1. Register as a nonmember
2. For school and district use your company name
3. We will add you to a team of administrators unless you want to golf with your own group.
Please note in the area where you request golf partners what your preference is.