



UASSP Summer Vendor Exhibition

***Eccles Center – adjacent to Park City High School
1750 Kearns Boulevard
Park City, UT 84060***

- THE EXHIBIT IS TWO HALF DAYS – TIMES MAY VARY SLIGHTLY
- COST: \$300
- WI-FI, 10X10 DRAPED BACKWALL SPACE, 6X6 DRAPED TABLE, TWO CHAIRS, GARBAGE CAN, AND NAME BADGES INCLUDED.
- ELECTRICITY AVAILABLE. NO CHARGE. SELECT “ELECTRICITY” WHEN REGISTERING FOR A BOOTH. UASSP WILL FORWARD ELECTRICAL NEEDS TO THE VENUE.
- BOOTH ASSIGNMENTS ARE GIVEN AT CHECK-IN.
- USE THE FIRE LANE IN FRONT OF THE ECCLES CENTER TO UNLOAD. PARK IN THE ECCLES CENTER OR PARK CITY HIGH SCHOOL PARKING LOT.
- REGISTRATION & GENERAL INFORMATION: GERI MCCAULEY AT geri.mccauley@uassp.org
- SHIPPING & DELIVERY ONLY: CONTACT: BRET HUGHES AT bhughes@pcschoools.us

FIRST DAY

Check in/Set up

- Check-in anytime between **10:00 am and 1:00 pm**
- Check in at the registration table located in the Eccles Center main lobby 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

Day 1 Exhibit

1:30 pm – 3:00 pm

- During administrator registration
- Snacks and beverages included

SECOND DAY

Day 2 Exhibit

Morning

7:15 am – 8:00 am

- During breakfast
- Continental breakfast included

Day 2 Morning 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 exhibition 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 downtime at the event.
- Refreshments and beverages for both vendors and administrators are set up in the vendor exhibit area.
- UASSP provides administrators with 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 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.

IF YOU WOULD LIKE INFORMATION ABOUT OUR GROUP RATE FOR A HOTEL, EMAIL GERI AT GERI.MCCAULEY@UASSP.ORG.

WANT TO GOLF WITH ADMINISTRATORS?

[Register](#) for summer golf – 4-man scramble, 9 holes

1. Register as a non-member.
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.
4. Please note in the area where you request golf partners what your preference is.
5. Check-in between 9 – 9:45 am.
6. Tee off at 10 am.
7. Golf Course - TBD