



UASSP Mid-Winter Vendor Exhibition

***Dixie Convention Center
1835 S Convention Center Drive
St. George, UT 84790***

****See Website for Exhibition Dates****

THE DIXIE CENTER DOES NOT ALLOW ANY OUTSIDE FOOD OR DRINK

SMALL WRAPPED CANDY TO HAND OUT AT BOOTHS IS ALLOWED

- THE EXHIBITION IS TWO HALF DAYS – TIMES MAY VARY SLIGHTLY
- COST: \$500
- WI-FI, 10X10 DRAPED BACKWALL SPACE, 6X6 DRAPED TABLE, TWO CHAIRS, GARBAGE CAN, AND NAME BADGES INCLUDED.
- ELECTRICITY IS AVAILABLE. SELECT “ELECTRICITY” WHEN REGISTERING FOR A BOOTH. UASSP WILL FORWARD ELECTRICAL NEEDS TO THE VENUE. THERE MAY BE AN ADDITIONAL FEE, WHICH IS DETERMINED BY THE VENUE.
- BOOTH ASSIGNMENTS ARE GIVEN AT CHECK-IN.
- EXHIBITION IS HELD IN BALLROOMS ABCD
- PARK AT THE NORTH ENTRANCE FOR SMALL LOADS. USE THE EAST LOADING DOCK FOR LARGE LOADS.
- REGISTRATION AND GENERAL INFORMATION, CONTACT GERI McCAULEY AT GERI.MCCAULEY@UASSP.ORG
- SHIPPING AND DELIVERY, CONTACT CINDY CURTIS AT CINDYC@WASHCO.UTAH.GOV

MONDAY, FIRST DAY OF EXHIBITION

Check in/Set up

- Check in anytime between **9:30 am and 1:00 pm**
- Check in at the registration table for *vendor packet* and *space assignment*
 - Registration table located inside main entrance
 - Vendor packet contains booth assignment, agenda, stamps for stamp card, and name badges – see below for more information

Exhibition Time

During Administrator Registration

1:30 pm – 3:00 pm

- Snacks and beverages included

TUESDAY, SECOND DAY OF EXHIBITION

Exhibition Times

Breakfast

7:15 am – 8:00 am

- Continental breakfast included

Morning Break

9:45 am – 10:30 am

- Snacks and beverages included

Exhibit Breakdown

- 10:30 am – 12:00 pm

ADDITIONAL INFO – PLEASE READ

- Merchandising, games, and signage are welcome to promote your business as long as 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 exhibition.**
 - **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 exhibition area.
 - **NO OUTSIDE FOOD IS ALLOWED EXCEPT FOR SMALL WRAPPED CANDY**
- UASSP provides administrators with a stamp card (like a Bingo card) with each exhibitor 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 away 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.
- UASSP will contact you of the winner, if requested.
- You can also organize your own drawing to give away a prize at your booth and do not need to donate one to UASSP.

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 winter golf – 4-man scramble

1. Register as a non-member.
2. For school and district, use your company name.
3. You will be added to a team of administrators unless you want to golf with your own group.
 - a. Please note in the area where you request golf partners what your preference is.
4. Check-in between 8:00 and 9:00 am.
5. Tee off at 10 am.
6. Green Springs Golf Course in Washington City.