



UASSP Summer Vendor Exhibition

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

See Website for Exhibition Dates

- **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.**
- **THE EXHIBITION IS HELD IN THE PARK CITY HIGH SCHOOL GYMNASIUM.**
- **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 McCUALEY AT geri.mccauley@uassp.org**
- **SHIPPING & DELIVERY ONLY: CONTACT: BRET HUGHES AT bhughes@pcschools.us**

MONDAY, FIRST DAY OF EXHIBITION

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

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

- During breakfast
- 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 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 exhibits.**
 - **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.

- 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 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 only 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.

Hotels

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

Golf

**Mountain Dell Golf Course
Parleys Canyon, I-80, Exit #134
7603 E Mountain Dell Golf Rd
Salt Lake City, UT**

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

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.
 - a. Please note in the area where you request golf partners your preference.
4. Check-in between 6:30-7:30 am.
5. Tee off at 8:00 am.