



## UASSP Summer Vendor Exhibition Information

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### Location

#### **Park City High School / Park City Eccles Center**

1750 Kearns Blvd, Park City, UT

### Dates

Exhibition dates are posted on the [UASSP website](#)

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### Exhibition Overview

Format: Two half-days (schedule may vary slightly)

Cost: \$300

Exhibition Area: **Park City High School Gymnasium**

Expected Attendance: 200

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### Booth Package Includes

- Free Wi-Fi
- Free electricity
- 10' x 10' draped booth with backwall
- 6' x 6' draped table
- 2 chairs
- Garbage can

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### Check-In & Booth Assignments

- Booth assignments provided at check-in
- Check in at UASSP registration table inside the **Park City Eccles Center**
- Vendor packet includes:
  - Finalized agenda
  - Name badges
  - Ink stamp and/or red marker for **Stamp Card Program – see below**

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## Parking & Load-In

- **Small & large loads:** Temporarily park at the  **Park City Eccles Center** fire lane
- **Parking:** Eccles Center or high school parking lots

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## Exhibition Schedule – see [website](#) for dates

Day	Time	Event
Monday Day 1	10:00 AM – 1:00 PM	Check-In / Set Up  <b>Booths may not be ready before 10:00 AM</b>
	1:30 PM – 3:00 PM	Vendor Exhibition (During Administrator Registration) Snacks & beverages provided
Tuesday Day 2	7:15 AM – 8:00 AM	Breakfast Exhibition Continental breakfast provided
	9:30 AM – 10:15 AM	Morning Break Exhibition (Start time is approximate) Snacks & beverages provided
	11:00 AM – 1:00 PM	Booth Breakdown (Please do not breakdown before or after scheduled time)

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## Additional Vendor Information

-  A spreadsheet of attendees will be emailed the **Friday** before the event.
  - **Email addresses are not provided** due to UASSP policy – *currently under review*
- Administrators visit vendor area  **only during scheduled exhibit times**
- Booth displays, signage, games, and promotional items are welcome within your assigned space
- UASSP staff will help promote vendors during exhibition hours
- Vendors may leave and return during downtime

## Stamp Card Program

- Administrators receive a stamp card featuring each vendor logo to encourage booth visits
- Vendors mark administrators' cards after they visit booth
- Completed cards make administrators eligible for prize drawings

## Prize Donations (Optional)

- Vendors may **donate prizes** for UASSP giveaways
- Attach **business name and contact info** to donated prizes
- Give donations to a **UASSP team member during check-in**
- Vendors may also run their **own prize drawings** at their booth

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## Hotel Information

- For group hotel rates, email [geri.mccauley@uassp.org](mailto:geri.mccauley@uassp.org)

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## Optional Golf Event

**Mountain Dell Golf Course** Parley's Canyon, I-80, Exit #134, Salt Lake City, UT

- 4-person scramble; register as **non-member** using your **company name for school**
- **Cost:** \$95
- Teams assigned unless you request your own group
- **Check-in:** 7:00 AM – 7:45 AM
- **Tee off:** 8:00 AM
- Team assignments provided at check-in unless otherwise specified
- [Register](#)

## Optional Pickleball Event

- Contact Geri McCauley at [geri.mccauley@uassp.org](mailto:geri.mccauley@uassp.org)

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## Contacts

**Registration & General Information:** Geri McCauley – [geri.mccauley@uassp.org](mailto:geri.mccauley@uassp.org)

**Shipping & Delivery:** Bret Hughes – [bhughes@pcschools.us](mailto:bhughes@pcschools.us)