



UASSP Mid-Winter Vendor Exhibition Information

Location

Dixie Convention Center

1835 S Convention Center Drive, St. George, UT

Dates

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

⚠ Important Venue Policy

- **No outside food or drinks** (including restaurant delivery or take-out)
 - **Small, commercially wrapped candy** is allowed for booth giveaways
 - Any other food handouts require:
 - **\$150 Vendor Food Permit**
 - **Venue authorization**
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Exhibition Overview

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

Cost: \$500

Exhibition rooms: Ballrooms ABCD

Expected Attendance: 200

Booth Package Includes

- Wi-Fi
 - Optional private Wi-Fi available for purchase from DCC
- Electricity
- 10' x 10' draped booth with backwall
- 6' x 6' draped table
- 2 chairs
- Garbage can

Check-In & Booth Assignments

- ⚠ Booth assignments provided at check-in
- Check in at UASSP registration table inside the **north entrance**
- Vendor packet includes:
 - Agenda
 - Name badges

- Ink stamp and/or red marker for **Stamp Card Program – see below**
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Parking & Load-In

- **Small loads:** Temporarily park at the **North Entrance** circle
 - **Large loads:** Use the **East Loading Dock**
 - **Parking:** General South, West or North parking lots
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Exhibition Schedule – See [website](#) for dates

Day	Time	Event
Monday Day 1	9:30 AM – 1:00 PM	Check-In / Set Up
	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
	10:15 AM – 11:00 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)

Additional Vendor Information

- ⚠️ A spreadsheet of attendees will be emailed the **Friday** before the event
- 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 your **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
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Optional Events

Golf Tournament

⚠ THIS EVENT MAY OVERLAP WITH BOOTH SET UP – EARLY SET UP IS NOT AN OPTION

Green Spring Golf Course 588 North Green Spring Drive, Washington, UT 84780

- 4-person scramble; register as **non-member** using your **company name for school**
- **Cost:** see [website](#)
- **Check-in:** 9:00 AM – 9:45 AM
- **Tee off:** 10:00 AM (dependent on frost conditions)
- Team assignments provided at check-in unless otherwise specified
- [Register](#)

Pickleball

Contact Geri McCauley at geri.mccauley@uassp.org

Contacts

- **Registration & General Information:** Geri McCauley – geri.mccauley@uassp.org
- **Shipping & Delivery:** Cindy Curtis – cindyc@washco.utah.gov