



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 (**times may vary slightly**)

Cost: \$500

Deadline: Until full or 7 business days before event

Exhibition rooms: Ballrooms ABCD

Expected Attendance: 150-200 Utah Secondary School Administrators (Middle, Jr. High, and High School)

Booth Package Includes

- Wi-Fi
 - Optional private Wi-Fi available for purchase from DCC
- Electricity
- 10' x 10' draped booth with backwall and sides – venue is carpeted
- 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:

- Finalized agenda
 - Name badges – **no limit on the number of booth managers or name badges**
 - Ink stamp and/or red marker for **Stamp Card Program – see below**
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Load-In & Parking

- **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 (start time is approximate) 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 to the person who registered for the exhibition on the **Friday** before the event
- We do not provide information about current or past vendors
- 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 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
- **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
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Contacts

- **Registration & General Information:** Geri McCauley – geri.mccauley@uassp.org
 - **Shipping & Delivery:** info@dixiecenter.com
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Sponsorship or Advertising Opportunities

- Sponsor T-shirts, food, or conference materials
- Advertise in our quarterly digital magazine, monthly e-newsletter, or summer and/or winter conference packet flyers
- Contact Geri McCauley – geri.mccauley@uassp.org for pricing and information

 We do not offer vendor engagement with administrators through presentations or breakout sessions. Our vendor exhibit is the primary platform we provide for you to interact with our attendees.