



UASSP Summer Vendor Exhibition Information

Location

Park City High School / Park City Eccles Center – these are located in the same building

1750 Kearns Blvd, Park City, UT

Dates

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

Exhibition Overview

Format: Two half-days (**times may vary slightly**)

Cost: \$300

Deadline: Until full or 7 business days before event

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

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

Booth Package Includes

- Wi-Fi
 - Electricity
 - 8' x 8' draped booth with 8' back and 3' side walls – no carpet
 - 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 – **no limit on the number of booth managers or name badges**
 - Ink stamp and/or red marker for **Stamp Card Program – see below**

Load-In & Parking

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

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

Day	Time	Event
Monday Day 1	10:00 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
	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)

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 **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

Hotel Information

- For group hotel rates, email geri.mccauley@uassp.org

Optional Events

Golf Tournament

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

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:** See [website](#)
- **Check-in:** 7:00 AM
- **Tee off:** 8:00 AM
- Team assignments provided at check-in unless otherwise specified when registering
- [Register](#)

Pickleball

- Contact Geri McCauley at geri.mccauley@uassp.org

Contacts

- **Registration & General Information:** Geri McCauley – geri.mccauley@uassp.org
- **Shipping & Delivery:** ⚠ Items are delivered to the **high school office** and need to be picked up there after check-in

Park City High School / Eccles Center
c/o UASSP
1750 Kearns Blvd
Park City, UT 84060

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.