

EXHIBITOR AGREEMENT – RULES, TERMS and CONDITIONS OF EXHIBIT SPACE
2019 24th Annual Fall Conference and Exhibition Show
September 15-17, 2019
Utah Sheriffs' Association

1. REGISTRATIONS

Registration for booth space is available online at <https://utahsheriffs.org> or at <https://reg.eventray.com/r/orchid/P9M797>

- Payment can be made by credit card; AMEX, DC, MC, and VISA.
- If you select to pay by check, an invoice will be generated and emailed to the Main Contact email.
- If paying by check, your registration will be pending until payment is received. Payment must be received within 30 days or your pending registration may be cancelled. Booth(s) will not be assigned until payment is received. Please include a contact name, phone number and confirmation number with your check.
- Send payment to : Orchid Events
175 S West Temple, Ste 30
Salt Lake City, UT 84101
- Any questions please contact: help@orchid.events.
- Phone: 1-866-748-9566 or 1-801-505-4610

2. REGISTRATION POLICY

- You will need to enter an Exhibitor “Main Contact” on the first online registration page. The main contact will NOT be registered automatically as an attendee. If the Main Contact will be attending, please register on the second registration page under “Add Vendor Booth Personnel”.
- You will be required to enter the following: Complete contact information; company name, company website; company product/service classification. You will receive 4 complimentary Booth Personnel registration with each single booth purchase.
- Specify any special needs, including booth placement. USA will do its best to honor your needs. USA reserves the right to assign and change booth locations.
- Don't forget to add tickets for Sunday Golf Tournament and Tuesday night Banquet.
- To save time, you may log back in at any time to add Vendor Booth personnel registrations using your email address and registration confirmation number.
- Vendor Booth Personnel names must be added by August 15.
- Substitutions of Vendor Booth Personnel are permitted but must be received via email to help@orchid.events. There is a \$10 fee for Vendor Booth Personnel substitutions.
- Exhibitor “decorator” packet from Dixie Convention Center will be emailed to the Main Contact email address 3 weeks prior to conference.
- Registration must be received prior to August 31st to ensure you are listed in all printed material.

3. CANCELLATIONS

All cancellations must be submitted in writing to Orchid Events help@orchid.events. Prior to August 1st refunds due on cancellations will be made only if the space is resold and the exhibition is a sellout. There will be no refunds on space canceled after August 1st.

4. STANDARD BOOTH DESCRIPTION AND REGULATIONS

All booths are 10'x10'. Height of built up displays is limited to 8 feet, (unless otherwise approved by USA or Dixie Convention Center). Side wings should not obstruct a view of the adjacent booths. Items can be placed along the sides or on tables as long as they do not obstruct a view of the adjacent booth. Load in through front doors is strictly prohibited.

5. VEHICLES

- Vehicles require at minimum, two booth spaces.
- If you are exhibiting a SUV or Truck you must have at minimum 3 booth spaces per vehicle.
- All vehicles must be brought in as close to Noon as possible on Sunday, September 15th.

6. EXHIBIT BOOTH PRICING

- Booth Cost is \$550 with each additional Booth \$500 (Prices through August 1, 2019)
- Booth Cost is \$600 with each additional Booth \$550 after August 2, 2019
- There is a late fee of \$50 on and after September 1, 2019

The basic booth space cost includes:

- (a) Draped 8' back wall and 3' draped sidewalls

- (b) One draped 6' table and 2 chairs, 1 wastebasket
- (c) **Electricity, 120 Power and Wi-Fi**
- (d) Company listing in Conference Program (**Deadline applies**) Listing includes company name, booth number, and website address and abbreviated company/product description.
- (e) Four full conference registrations per booth
- (f) Participation in Sponsored Continental Breakfasts Monday and Tuesday morning.
- (g) Participation in Hosted Lunch on Monday
- (h) Invitation to Director's Reception on Monday Evening. (Invitation is included in vendor packet day of setup)
- (i) Participation in refreshment breaks on Monday and Tuesday

These food functions are at no cost to Exhibitors who are wearing a Utah Sheriffs' Association Exhibitor Name Badge.

7. CONVENTION DECORATING SERVICES, INC.

This company will forward you by email, approximately 3 weeks prior to conference date an Exhibitor "Decorating Packet." This packet will describe information on exhibit move in and move out, exhibit hours, rental furniture, carpet, electrical, audio visual equipment, booth signs, telecommunications, material handling service and rates, labor for installation and dismantling, other accessories, additional services and regulations for trade show exhibitors:

Dixie Center of St. George Utah
1835 Convention Center Drive
St. George, UT 84790

435-628-7003
435-628-1619
www.dixiecenter.com

8. EXHIBIT HALL SET UP/TEAR DOWN EXHIBIT HOURS

SETUP: Sunday, September 15, 2019 from noon to 6:00 p.m.

- *We request vehicles to come as close to noon as possible.*
- *Dixie Convention Center Service Booth will only be open during setup hours from noon to 6:00 p.m.*

EXHIBIT HOURS: Monday, September 16, 2019, 7:00 a.m. - 5:00 p.m.

Tuesday, September 17, 2019, 7:00 a.m. - 10:30 a.m. (after first break)

BREAKDOWN: Tuesday, September 17, 2019, after first morning break

DIRECTORS RECEPTION: Monday, September 16, 2019 – 6:30 -9:30 pm
(Invitation will be in your packet at check in)

All work must be completed and each booth ready for the opening of the Exhibits at 7:00 am on Monday, September 16, 2019. All booths should be occupied during published show hours. All exhibiting companies must be in good standing with USA, i.e., all outstanding invoices (over 30 days) must be paid in full before exhibiting companies will be allowed to set up their display.

9. PROPER USE OF EXHIBIT SPACE

All booths should be assembled in a manner, which does not distract from or obstruct adjacent booths. Exhibitors may not reassign, sublet, or allow the use by other exhibitors of whole or part of the booth space assigned by the Utah Sheriffs' Association.

10. HOTEL ACCOMODATIONS

Host Hotel is Hilton Garden Inn, 1731 South Convention Center Dr., St. George, Utah, (435) 634-4100 adjacent to the Convention Center. Hotel reservations must be purchased on your own, please mention conference name for discounted pricing. **Limited block of rooms is available so please make reservations early.** Additional hotel listings can be found on our website <http://utahsheriffs.org>.

11. LOCATION/MAPS

AIRPORT CLOSURE: St. George Regional Airport will be closed from May 29, 2019 through September 26, 2019.

A link is posted on the website <http://utahsheriffs.org> for a map of St. George, Utah to assist you in finding the Hilton Garden Inn and Dixie Convention Center. The St. George Airport is the closest airport. **Many find it convenient to connect through Salt Lake City, or fly**

into Las Vegas Airport and make the drive (approximate hour and 40 minute, I-15) to St. George. Cedar City Regional Airport is two miles northwest of Cedar City and a short 45 minute drive to St. George Utah.

12. PISTOL SHOOT

Pistol Shoot. Firearms competition is held at the Purgatory Correctional Facility Range, Saturday, September 14, 2019 at 4:00 p.m. (1600 HR) Participants must bring their own duty weapons, duty belts, ammunition, at least 2 extra magazines, safety glasses and ear protection. Entrance Fee \$10 which includes T-Shirts to all who register and prizes to top competitors. Vendor's participation is welcomed; please contact Washington County Sheriffs' Office 435-656-6690 Lt. Ryan Larkin for additional information.

13. GOLF TOURNAMENT

Golf Tournament is held on Sunday, September 15, 2019 at Coral Canyon Golf Course, St George, Utah. Four person scramble includes 18 holes, cart, lunch and prizes.

- Individual \$85
- Team (4 players) \$300
- Hole sponsorship \$500 (\$650 if you want a team to play) includes hole signage and organization/company name listed as sponsor in conference program.
- Please list names of golf attendees with online registration. Contact Lieutenant Shawn Chipman (801) 404-1591 or email stevenc@utahcounty.gov for additional tournament information.

14. AWARDS BANQUET

The Awards Banquet is held Tuesday, September 17th in the Garden Room, at the Dixie Convention Center, 7:00 – 9:30 pm. There is a cash bar in the lobby at 6:30 pm. Tickets may be purchased with your online registration for \$45 each and \$55 after August 31st.

15. SPONSORSHIPS

There are many opportunities to increase your organization/company exposure at the conference. You may indicate on your online registration which sponsorship level you are interested in or contact USA about a specific sponsorship. Sponsorship levels and opportunities are as follows:

PLATINUM \$10,000

- Opportunity to introduce Keynote speaker on Monday morning General Session
- Recognition of Company Name during Morning General Session and Awards Banquet
- Recognition of Company Name in Program with Logo and website link

GOLD \$5,000

- Recognition of Company Name during Morning General Session and Awards Banquet
- Recognition of Company Name and Logo in Exhibit Hall
- Recognition of Company Name and Logo in Program and website link

SILVER \$2,500

- Recognition of Company Name during Morning General Session and Awards Banquet
- Recognition of Company Name and Logo in Program and website link

BRONZE \$1,000

- Recognition of Company Name during Morning General Session and Awards Banquet
- Recognition of Company Name and in Program
- Medical Track of Training and Jail Commanders Meeting sponsorships are available at the Bronze level. (Limited)

If you would like to discuss a special sponsorship opportunity, please contact Helen Spann, spannconsulting@hotmail.com or 435-674-5015 Direct, or 435-632-5015 Cell.

16. PRIZES

USA appreciates any size donation, including merchandise or gift certificates to be used for prizes and other giveaways throughout the event. They may be brought to the prize table, please include your business card with the donation so that your company may be recognized.

17. DISMANTLING OF DISPLAYS

Exhibitors are discouraged from dismantling their exhibits or doing any packing until after 10:30 am (time approximate –after first break) on Tuesday, September 17, 2019. It is the responsibility of the Exhibitor to provide for return shipment of exhibit material.

18. LIABILITY AND INSURANCE

Neither the Utah Sheriffs' Association, Washington County Sheriffs' Office nor the Dixie Center will be responsible for any loss, damage, or injury that may occur to the Exhibitor, or the Exhibitor's employees or property from any cause whatsoever, prior to, during or after the period covered by the exhibit agreement. The exhibitor specifically agrees to hold harmless the Utah Sheriffs' Association and agrees to indemnify against any and all claims for loss, damage, or injury to any exhibitor's property or employees. The Exhibitor shall be solely responsible for the operation of his exhibit and indemnifies the Utah Sheriffs' Association against any claims for loss, damage, or injury to the exhibitor, his employees, spectators, or attendees, arising from the operation of said exhibit. Insurance on each exhibit shall be obtained at the Exhibitor's own expense.

19. UNCLAIMED BOOTH SPACE

Exhibit Space not claimed or occupied by 9:00 a.m. on the morning of Monday, September 16, 2019 may be reassigned at the discretion of the Utah Sheriffs' Association. The Utah Sheriffs' Association reserves the right to reassign/or realign booth space as required for the benefit of all Exhibitors present without prior approval of the Exhibitor.

20. PROPER USE OF AUDIO-VISUAL EQUIPMENT

The use of audio-visual and other special effects equipment should not obstruct or otherwise interfere with adjacent booths or other events conducted by the Utah Sheriffs' Association.

21. DIRECT SALES ARE ALLOWED

However, Exhibitors will be responsible for collecting and paying all taxes if due. **EXCEPTION:** Soft drinks and/or food may not be sold. Complimentary bite sized sample portions may be dispensed, all other food items must be approved by the convention center. The sale of any other item or equipment is allowed in compliance with state and federal laws. The sale of firearms by Federally Licensed Firearm Dealers must comply with State and Federal Rules.

22. UNAUTHORIZED DISPLAYS

To protect the interests of all Exhibitors, signs and displays other than those located at Exhibitors' booths in the Exhibit Hall are prohibited except for public interest signs provided and displayed by the Utah Sheriffs' Association.

23. EXHIBITOR REPRESENTATIVES

The Exhibitors must insure that representatives working in their booth are aware of all terms, conditions and rules pertaining to the exhibition.

24. SECURITY

During the hours that the Exhibits are closed, the Security will be provided for the area. All persons are hereby notified that neither the Utah Sheriffs' Association, Washington County Sheriff's Office neither the Dixie Center will assume the responsibility for loss/damage to items left in the booth. All firearms, computers, cameras and/or items subject to pilferage should always be secured to prevent loss or misuse.

25. EXHIBIT HALL POLICY

The Utah Sheriffs' Association firmly restricts representatives or organizations that have not been assigned an official exhibit booth space from soliciting business and/or distributing promotional materials of any type within the Exhibit Hall area or any other areas. Further, those organizations that have been assigned an official USA booth(s) must conduct all business activities within their assigned booth space and may not impede traffic through the Exhibit Hall aisles and other areas.

Utah Sheriffs' Association



M. HELEN SPANN
Special Events Coordinator
Member Account Specialist

P.O. Box 234
Santa Clara, UT 84765

435-674-5015
Cell: 435-632-5015
Fax: 435-674-3189

E-mail: spannconsulting@hotmail.com