

### Feeding Bodies. Fueling Minds. Telegraphics in the seeding in t

Location: Utah Valley Convention Center, 220 West Center Street, Provo, UT 84601

**Vendor Move In**: Tuesday, June 18 12:00pm- 5:00pm

**Show Times:** Wednesday, June 19 11:30am-2:30pm

**Vendor Move Out:** Wednesday, June 19 2:30pm-4:00pm

Dear Exhibitor,

We are pleased to inform you that the Utah Valley Convention Center has been selected as the official Service Contractor for **SNAU.** 

To assist you in selecting your additional needs, we are enclosing our equipment and services order forms. Advanced ordering helps us plan your show and service you more efficiently, at a lower cost to you.

Orders may be e-mailed, faxed, or mailed to Utah Valley Convention Center. All orders paid for in advance will be at a lower cost. To receive the discounts, all orders must be placed 14 days prior to the first move-in date. If mailing payments, please mail to UVCC's Offices: 220 W. Center Street, Provo, UT 84601

If you have any questions regarding Utah Valley Convention Center services, or need additional information please contact Ashlyn Nipko at:

Phone: (801)851-2200 Fax: (801) 851-2220 exhibitor@utahvalleycc.com

All questions regarding the convention's policies, space assignments, display limitations, and event schedule should be directed to the following:

## Candance Parr snautah@gmail.com

For information on the Utah Valley Convention Center please visit our website at <u>UtahValleyCC.com</u>.





Exhibitor Services 220 W. Center Street Suite 200 Provo, UT 84601 801-851-2200

### **Exhibitor Services Conditions and Regulations**

- **1.** Payment for services must accompany an order to qualify for advance pricing. Checks are to be made payable to the Utah Valley Convention Center. We also accept Visa, MasterCard, and American Express.
- **2.** Credit will not be given for unused services that were installed.
- **3.** Quantities of equipment may be limited. Place order early to ensure availability.
- **4.** Some services may not be available on the day of the show. To ensure service, complete order form prior to show.
- **5.** Cancellation of services must be received 5 days prior to event.
- 6. All services will be disconnected 30 minutes after the show has ended.
- **7.** Exhibitor is responsible for lost or damaged equipment while equipment is in exhibitor's possession. A replacement fee will be assessed for all damaged or equipment not returned.
- **8.** All material and equipment used in installation remain the property of the Utah Valley Convention Center.
- **9.** Exhibitors will not hook up or share services with other vendors without prior approval or permission from the event manager or the building engineer.
- **10.** Additional labor may be assessed when special hookups or services are requested.
- **11.** Disputes concerning services must be filed by the exhibitor prior to the closing of the show.
- **12.** Payment in full must be rendered on all orders when an order is placed. Services will not be allowed without full payment. Additional services provided at the show must be paid in full at time of request.

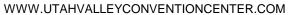
- **13.** No food or beverage may be sold without permission from the Utah Valley Convention Center Director of Food and Beverage.
- **14.** No outside food and beverages are allowed in the Utah Valley Convention Center. If requested by the event organizer, the UVCC Food and Beverage staff may sell food and drinks during the show.
- **15.** Any exhibitors handing out food must fill out a Food Sample Request Form and return it to the Utah Valley Convention Center prior to show. All handouts must be sample size.
- **16.** Any food licenses required is the responsibility of the exhibitor and not the Utah Valley Convention Center. No refunds will be given if the exhibitor does not have proper licenses.
- **17.** The UVCC does not accept vendor shipments for storage and handling. All materials should be sent to an authorized UVCC drayage provider. The only exception to this is for shipments that require cold storage, and these shipments will be assessed a storage fee and need to be arranged ahead of time. See exhibitor packet for additional information.
- **18.** Exhibitors are responsible for any taxes that are associated with any sales.
- **19.** Helium balloons are not allowed anywhere inside the Utah Valley Convention Center. If they are brought in and not removed, the exhibitor will be responsible for any labor it takes to get the balloons down from the ceiling or overhangs and/or any damages caused by the balloons.
- **20.** Carts may be available for vendor use during move-in and move-out. Lost or damaged carts will be the responsibility of the exhibitor using the carts. Exhibitors will follow any check out procedures for the carts.
- **21.** Exhibitors will have access to our loading dock. Unload your vehicle in a timely manner and move your vehicle off the loading dock as soon as unloaded to leave room for others.
- **22.** Exhibitors should park in available public parking. (<a href="https://utahvalleycc.com/parking">https://utahvalleycc.com/parking</a>)

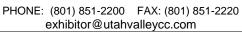
  Do not park in any spaces marked as "reserved." Any towing fees are the responsibility of the exhibitor and not of the Utah Valley Convention Center.
- **23.** Utah Valley Convention Center is not responsible for any lost, stolen, or damaged property.



# UTAH VALLEY CONVENTION CENTER EXHIBITOR SERVICE ORDER FORM

220 WEST CENTER STREET PROVO, UTAH 84601







	Ε	LECTR	ICAL					
Event:			Company Name:					
Event Dates:			Mailing Address:					
Exhibit Location/Booth:		City:		State:	Zip:			
Ordered By:		Phone:		Fax:				
On-Site Contact:		E-mail:						
ADVANCED PRICING IS 14 CALENDAR D		VENT M	ENT RECEIV	VED OF THE POOL	net /			
POWER STRIP	\$ 10	\$ 15	x 7.45%	Y or N				
120 V-SINGLE PHASE 10 AMPS (960 WATTS)	\$ 65	\$ 90	N/A	Y or N	Sorvice may not be			
120 V-SINGLE PHASE 20 AMPS (1920 WATTS)	\$ 90	\$ 115	N/A	Y or N	Service may not be available day of event.			
208 V-THREE PHASE 30 AMPS	\$ 300	\$ 350	N/A	Y or N	Be sure to pre order			
208 V-THREE PHASE 100 AMPS	\$ 550	\$ 650	N/A	Y or N	your services.			
24 HOUR POWER = TOTAL PRICE OF OUTLETS	X .5							
* For any electrical service not listed on here please  PAYMENT INFORMATION  Credit Card Type:	Credit Card Number:				If hard wiring of your item is required, additional charges may apply. Please contact (801) 851-2219 for additional information.			
Expiration Date:								
Name on card (Please Print)								
Signature	Date							
Billing Address:				Please make checks				
City: State: Zip:					payable to: Utah Valley Convention Center			
CANCELLATION POL  If cancellation occurs before installati 6 days prior to the first scheduled move-i  If cancellation occurs before installat  or less prior to the first scheduled move-i  If cancellation occurs after installat	on and more than n day: 90% REFUND. ation but 6 days n day: 75% REFUND.			TOTAL				

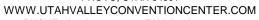
All terms, conditions, and rates on this form are subject to change at any time without notice.

start of the first scheduled move-in day: NO REFUND.



## UTAH VALLEY CONVENTION CENTER EXHIBITOR SERVICE ORDER FORM

220 WEST CENTER STREET PROVO, UTAH 84601





PHONE: (801) 851-2200 FAX: (801) 851-2220 exhibitor@utahvalleycc.com

INTERNET / AUDIO VISUAL										
Event:	: Company Name:									
Event Dates:			Mailing Address:							
Exhibit Location/Booth:		City	y:			Stat	e: Zip	:		
Ordered By:			Phone: Fax:							
On-Site Contact:		E-n	nail:							
ADVANCED PRICING IS VALID WITH FULL PAYMENT RECEIVED										
14 CALENDAR DA	YS PRIOR 1							7		
*WIRELESS PUBLIC INTERNET		1	REE		REE			_		
*WIRED INTERNET CONNECTION		\$	200	\$	250			_		
*(8) PORT SWITCH  *CABLE TV (TV must be cable ready)		\$	125	\$	150	x7.45%		-		
, , , , , , , , , , , , , , , , , , , ,		\$	100	\$	150	x7.45%			Please make checks	
*6'x6' TRIPOD PROJECTION SCREEN W/SKIRT		\$	60	\$	100	x7.45%			payable to: Utah Valley Convention	
*4000 LUMEN PROJECTOR HDMI		\$	250	\$	300	x7.45%		4	Center	
32" LCD HD Monitor/TV – tabletop (BOA)		\$	150	\$	200	x7.45%		_		
42-46" LCD HD Monitor/TV –floor stand (BOA)  * ALL ABOVE PRICING IS PER DAY PRICING		\$	250	\$	300	x7.45%		]		
	MENT IN	FO	RMA	TIC	)N					
Credit Card Type:	Credit Card Number:									
xpiration Date: Security Code (Last 3 digits on back of card or 4 digits on front of Amex.)										
Name on card (Please Print)										
Signature Date						l				
Billing Address:										
ity: State: Zip:										
CANCELLATION POLICY  If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% REFUND.  If cancellation occurs before installation but 6 days or less prior to the first				I		TOTAL	\$			

scheduled move-in day: 90% REFUND.

If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: 75% REFUND.

If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.

All terms, conditions, and rates on this form are subject to change at any time without notice.

## **@VG**360

### UTAH VALLEY CONVENTION CENTER EXHIBITOR SERVICE ORDER FORM

220 WEST CENTER STREET
PROVO, UTAH 84601
WWW.UTAHVALLEYCONVENTIONCENTER.COM
PHONE: (801) 851-2200 FAX: (801) 851-2220
exhibitor@utahvalleycc.com



### **FURNITURE & MISCELLANEOUS** Event: Company Name: **Event Dates:** Mailing Address: State: Exhibit Location/Booth: Zip: City: Ordered By: Phone: Fax: On-Site Contact: E-mail: EQUIPMENT TOTAL OT! **EXHIBIT FURNITURE MAY ONLY BE ORDERED IF UVCC** IS SERVING AS THE SHOW DECORATOR 10x10 Exhibitor Booth INCLUDED INCLUDED (8'h. back drape; 3'h side drape; 1 skirted exhibit x7.45% table; 2 chairs, wastebasket, & booth ID sign) 8' x 30" Skirted Exhibitor Table \$20.00 \$25.00 x7.45% **EXHIBITOR** 8' x 30" Exhibitor Table (no linen or skirt) \$10.00 \$15.00 x7.45% REMINDER: 72" Round Table (w/ black linen) \$20.00 \$25.00 x7.45% IF YOU NEED POWER Folding Chair (Non-cushion) \$4.00 \$5.00 x7.45% OR INTERNET FOR YOUR BOOTH TAKE Barstool \$25.00 \$30.00 x7.45% ADVANTAGE OF THE 14 DAY ADVANCED Cocktail table 30" Round \$20.00 \$25.00 x7.45% PRICING. 3' high pipe & drape \$3.00 ft. \$4.00 ft. x7.45% Tripod Easel \$10.00 \$12.00 x7.45% 8' high pipe & drape \$4.00 ft. \$5.00 ft. x7.45% Tensa Barrier Post with Retractable Rope \$15.00 \$20.00 x7.45% Non-Motor Pallet Jack \$25/hour \$30/hour x7.45% PLEASE MAKE Forklift with Driver \*\* \$90/hour x7.45% \$100/hour CHECK PAYABLE TO UTAH VALLEY Scissor Lift with Operator \*\* \$90/hour \$100/hour x7.45% CONVENTION \*\* (2) hour minimum CENTER. PAYMENT INFORMATION Credit Credit Card Type: Card Security Expiration Date: Code Name on card (Please Print) Date Signature Billing Address: City: State: Zip:

CANCELLATION POLICY

If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day; 90% REFUND.

If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day; 75% REFUND.

If cancellation occurs after installation or after the start of the first scheduled move-in day; NO REFUND.

All terms, conditions, and rates on this form are subject to change at any time without notice.

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# UTAH VALLEY CONVENTION CENTER EXHIBITOR SERVICE ORDER FORM

220 WEST CENTER STREET PROVO, UTAH 84601



WWW.UTAHVALLEYCONVENTIONCENTER.COM

PHONE: (801) 851-2200 FAX: (801) 851-2220 exhibitor@utahvalleycc.com

	WATER S	SERVICE ORD	ER FORM					
Event:	ent: Company Name:							
Event Dates:	Mailing Address:							
Exhibit Location/Booth		City	State:		Zip:			
Ordered By:		Phone:		Fax:				
On-Site Contact:		E-Mail:	E-Mail:					
EGRANGED BRIG			AND AND DECLE	EIVED A	pi <sup>th</sup> (p <sup>†</sup>	John /		
ADVANCED PRIC 14 CALEN		S PRIOR TO EVE		EIVED				
One Time Water Connection, Fill, & Drain 0-10 Gallons		\$55	.00	\$65.00	x7.45%			
One Time Water Connection, Fill, & Drain 11-200 Gallons		\$100	0.00	\$120.00	x7.45%			
One Time Water Connection, Fill, & Drain 200 - 500 Gallons		\$150	0.00	\$175.00	x7.45%			
One Time Water Connection, Fill, & Drain 500 - 1000 Gallons		\$250	).00	\$300.00	x7.45%			
	D 4 373 4		T A TON					
		ENT INFORM	IATION					
Credit Card Type:	Credit Ca	ard Number:						
Expiration Date:		Security Code (Last 3 digits on back of card or 4 digits on front of Amex.)						
Name on card (Please Print)	•							
Signature D	Date							
Billing Address:								
City:	State		Zip	Grand Tot	tal			

### CANCELLATION POLICY

If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% REFUND.

If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: 75% REFUND.

If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.

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### Utah Valley Convention Center 220 West Center Street Provo, Utah 84601

TELEPHONE: (801) 851-2200 EMAIL: exhibitor@utahvalleycc.com

## AUTHORIZATION REQUEST SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

Utah State Law prohibits any person or organization from bringing alcoholic beverages onto a licensed premise.

Event sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products *only* with written authorization.

Utah Valley Convention Center exhibitors may distribute food and beverage samples in authorized spaces and must not be in competition with products or services offered by Utah Valley Convention Center Food Services. Samples must be representative of products manufactured or sold by the company exhibiting. Free samples are limited to two ounces of non-alcoholic beverages and one ounce of food. Exact descriptions of sample and portion size must be submitted to the Food and Beverage Office for written approval fourteen days prior to the opening of the event. No alcoholic samples may be distributed. Any exhibitor giving away and/or selling food in their booth at any public event must have a permit and all appropriate fees on file with the Utah County Department of Health.

### GENERAL CONDITIONS

- Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm.
- ❖ All items are limited to **sample size.**

(PRINT OR TYPE NAME & TITLE)

- Beverages limited to maximum of 2oz. serving of product in a maximum 4 oz container.
- ♦ Food items limited to "bite size" or 1 oz.
- ♦ Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar services) **must** be purchased from Utah Valley Convention Center Food Services.

Product(s) you wish to	dispense:				
		SERVICE	REQUIRED		
	or Sale: <u>No beverage</u> can Vritten approval to sell foo			nay be sold based on approve opening of the event.	al from the Food
Fees for food sales: C	one day show; \$150.00 for	the day. Two day sho	ow; \$125.00 per day. Thr	ee day show; 100.00 per day	<b>7.</b>
Dry Storage:	No	Yes (\$150.00 per da	ay) per pallet		
<del></del> -	Freezer I	Refrigerator (\$50.0	00 per day)		
	20 lb. bag of ice @	\$10.00 per bag			
ApprovedUtah \	Valley Convention Center				
Name of Event:			Date of Event:	Booth No	
Firm Name:			Phone No		
Address:					
D.,	STREET	Signatura	CITY	STATE	ZIP CODE

### Vendor Kitchen Access Form

Kitchen will be available from 9am-3pm

Cost for use will be \$50/hour for the duration of the time for a total of \$300 per vendor

Vendors will be allowed one person to be in the kitchen. Runners may take items back and forth between the vendor hall and the kitchen but utilizing the kitchen will be capped at one person per vendor

The maximum number of vendors allowed to utilize the space is 12. Space is limited to a first come, first serve basis

Kitchen access allows access to prep tables and ovens

This does not allow access to freezer or walk in refrigerator space

UVCC kitchen staff will be utilizing space in the kitchen for event food prep. Vendors will be expected to not interfere with the UVCC staff's operations

Vendors will be expected to clean the spaces they utilize and leave it in the state they found it in.

To reserve space, contact via email at <a href="mailto:exhibitor@utahvalleycc.com">exhibitor@utahvalleycc.com</a>