



**SCHOOL  
NUTRITION  
ASSOCIATION**  
OF U T A H

**Feeding Bodies. Fueling Minds.™**

**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 [UtahValleyCC.com](http://UtahValleyCC.com).





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. ( <https://utahvalleycc.com/parking>) 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  
WWW.UTAHVALLEYCONVENTIONCENTER.COM  
PHONE: (801) 851-2200 FAX: (801) 851-2220  
exhibitor@utahvalleycc.com



**ELECTRICAL**

<b>Event:</b>	<b>Company Name:</b>		
<b>Event Dates:</b>	<b>Mailing Address:</b>		
<b>Exhibit Location/Booth:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Ordered By:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>On-Site Contact:</b>	<b>E-mail:</b>		

EQUIPMENT	QTY	14 DAY ADV PRICE	REG PRICE	TAX	TOTAL	24 HR POWER
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**ADVANCED PRICING IS VALID WITH FULL PAYMENT RECEIVED  
14 CALENDAR DAYS PRIOR TO EVENT MOVE IN.**

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
120 V-SINGLE PHASE 20 AMPS (1920 WATTS)		\$ 90	\$ 115	N/A		Y or N
208 V-THREE PHASE 30 AMPS		\$ 300	\$ 350	N/A		Y or N
208 V-THREE PHASE 100 AMPS		\$ 550	\$ 650	N/A		Y or N
24 HOUR POWER = TOTAL PRICE OF OUTLETS _____ X .5						

\* For any electrical service not listed on here please contact Exhibitor Services

**Service may not be available day of event.**  
**Be sure to pre order your services.**

**If hard wiring of your item is required, additional charges may apply.**  
**Please contact (801) 851-2219 for additional information.**

<b>PAYMENT INFORMATION</b>	
<b>Credit Card Type:</b>	<b>Credit Card Number:</b>
<b>Expiration Date:</b>	<b>Security Code (Last 3 on back of card or 4 digits on front of Amex.)</b>
<b>Name on card (Please Print)</b>	
<b>Signature</b>	<b>Date</b>
<b>Billing Address:</b>	
<b>City:</b>	<b>State: Zip:</b>

Please make checks payable to:  
Utah Valley Convention Center

**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.

**TOTAL**

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



# 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



## INTERNET / AUDIO VISUAL

<b>Event:</b>	<b>Company Name:</b>
<b>Event Dates:</b>	<b>Mailing Address:</b>
<b>Exhibit Location/Booth:</b>	<b>City:</b> <b>State:</b> <b>Zip:</b>
<b>Ordered By:</b>	<b>Phone:</b> <b>Fax:</b>
<b>On-Site Contact:</b>	<b>E-mail:</b>

EQUIPMENT	QTY	14 DAY ADV PRICE	REG PRICE	TAX	TOTAL
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**ADVANCED PRICING IS VALID WITH FULL PAYMENT RECEIVED  
14 CALENDAR DAYS PRIOR TO EVENT MOVE IN.**

*WIRELESS PUBLIC INTERNET		FREE	FREE		
*WIRED INTERNET CONNECTION		\$ 200	\$ 250		
*(8) PORT SWITCH		\$ 125	\$ 150	x7.45%	
*CABLE TV (TV must be cable ready)		\$ 100	\$ 150	x7.45%	
*6'x6' TRIPOD PROJECTION SCREEN W/SKIRT		\$ 60	\$ 100	x7.45%	
*4000 LUMEN PROJECTOR HDMI		\$ 250	\$ 300	x7.45%	
32" LCD HD Monitor/TV – tabletop (BOA)		\$ 150	\$ 200	x7.45%	
42-46" LCD HD Monitor/TV – floor stand (BOA)		\$ 250	\$ 300	x7.45%	

\* ALL ABOVE PRICING IS PER DAY PRICING

Please make checks payable to:  
Utah Valley Convention Center

### PAYMENT INFORMATION

<b>Credit Card Type:</b>	<b>Credit Card Number:</b>
<b>Expiration Date:</b>	<b>Security Code (Last 3 digits on back of card or 4 digits on front of Amex.)</b>
<b>Name on card (Please Print)</b>	
<b>Signature</b>	<b>Date</b>
<b>Billing Address:</b>	
<b>City:</b>	<b>State:</b> <b>Zip:</b>

#### CANCELLATION POLICY

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TOTAL

\$
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EXHIBITOR SERVICE ORDER FORM**

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exhibitor@utahvalleycc.com



**FURNITURE & MISCELLANEOUS**

<b>Event:</b>	<b>Company Name:</b>		
<b>Event Dates:</b>	<b>Mailing Address:</b>		
<b>Exhibit Location/Booth:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Ordered By:</b>	<b>Phone:</b>		<b>Fax:</b>
<b>On-Site Contact:</b>	<b>E-mail:</b>		

EQUIPMENT	QTY	14+ DAYS ADVANCED PRICE	LESS THAN 14 DAYS REG PRICE	TAX	TOTAL
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**EXHIBIT FURNITURE MAY ONLY BE ORDERED IF UVCC  
IS SERVING AS THE SHOW DECORATOR**

10x10 Exhibitor Booth (8'h. back drape; 3'h side drape; 1 skirted exhibit table; 2 chairs, wastebasket, & booth ID sign)	INCLUDED	INCLUDED	x7.45%	
8' x 30" Skirted Exhibitor Table	\$20.00	\$25.00	x7.45%	
8' x 30" Exhibitor Table (no linen or skirt)	\$10.00	\$15.00	x7.45%	
72" Round Table (w/ black linen)	\$20.00	\$25.00	x7.45%	
Folding Chair (Non-cushion)	\$4.00	\$5.00	x7.45%	
Barstool	\$25.00	\$30.00	x7.45%	
Cocktail table 30" Round	\$20.00	\$25.00	x7.45%	
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%	
Forklift with Driver **	\$90/hour	\$100/hour	x7.45%	
Scissor Lift with Operator **	\$90/hour	\$100/hour	x7.45%	

\*\* (2) hour minimum

**EXHIBITOR  
REMINDER:**  
IF YOU NEED POWER  
OR INTERNET FOR  
YOUR BOOTH, TAKE  
ADVANTAGE OF THE  
14 DAY ADVANCED  
PRICING.

PLEASE MAKE  
CHECK PAYABLE  
TO UTAH VALLEY  
CONVENTION  
CENTER.

PAYMENT INFORMATION	
<b>Credit Card Type:</b>	<b>Credit Card Number:</b>
<b>Expiration Date:</b>	<b>Security Code</b>
<b>Name on card (Please Print)</b>	
<b>Signature</b>	<b>Date</b>
<b>Billing Address:</b>	
<b>City:</b>	<b>State:</b> <b>Zip:</b>

**CANCELLATION POLICY**  
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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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**TOTAL**

\$
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EXHIBITOR SERVICE ORDER FORM**

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



**WATER SERVICE ORDER FORM**

<b>Event:</b>	<b>Company Name:</b>		
<b>Event Dates:</b>	<b>Mailing Address:</b>		
<b>Exhibit Location/Booth</b>	<b>City</b>	<b>State:</b>	<b>Zip:</b>
<b>Ordered By:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>On-Site Contact:</b>	<b>E-Mail:</b>		

EQUIPMENT	QTY	14 DAY ADV PRICE	REG PRICE	TAX	TOTAL
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**ADVANCED PRICING IS VALID WITH FULL PAYMENT RECEIVED  
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One Time Water Connection, Fill, & Drain 0-10 Gallons		\$55.00	\$65.00	x7.45%	
One Time Water Connection, Fill, & Drain 11-200 Gallons		\$100.00	\$120.00	x7.45%	
One Time Water Connection, Fill, & Drain 200 - 500 Gallons		\$150.00	\$175.00	x7.45%	
One Time Water Connection, Fill, & Drain 500 - 1000 Gallons		\$250.00	\$300.00	x7.45%	

<b>PAYMENT INFORMATION</b>					
<b>Credit Card Type:</b>		<b>Credit Card Number:</b>			
<b>Expiration Date:</b>		<b>Security Code</b> (Last 3 digits on back of card or 4 digits on front of Amex.)			
<b>Name on card (Please Print)</b>					
<b>Signature</b>			<b>Date</b>		
<b>Billing Address:</b>					
<b>City:</b>		<b>State</b>		<b>Zip</b>	
				<b>Grand Total</b>	

**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***

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**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.

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**GENERAL CONDITIONS**

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

Size of portion to be dispensed: \_\_\_\_\_

Proposed method of dispensing: \_\_\_\_\_

Please explain purpose of offering samples: \_\_\_\_\_

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**SERVICE REQUIRED**

**Food and Beverage for Sale:** No beverage can be sold for on-site consumption. Food items may be sold based on approval from the Food and Beverage office. Written approval to sell food products must be given 14 days prior to the opening of the event.

**Fees for food sales:** One day show; \$150.00 for the day. Two day show; \$125.00 per day. Three day show; 100.00 per day.

**Dry Storage:** \_\_\_\_\_ No \_\_\_\_\_ Yes (\$150.00 per day) per pallet

\_\_\_\_\_ Freezer \_\_\_\_\_ Refrigerator (\$50.00 per day)

\_\_\_\_\_ 20 lb. bag of ice @ \$10.00 per bag

Approved \_\_\_\_\_  
Utah Valley Convention Center

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Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Booth No. \_\_\_\_\_

Firm Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

By: \_\_\_\_\_ STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(PRINT OR TYPE NAME & TITLE)

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## 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 [exhibitor@utahvalleycc.com](mailto:exhibitor@utahvalleycc.com)