

## 1. REGISTRATIONS

Registration for booth space is available online at <https://utahsheriffs.org>

- 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 canceled. 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:  
Utah Sheriffs' Association  
PO Box 489  
Santa Clara, UT 84765
- Questions contact: [conference@utahsheriffs.org](mailto:conference@utahsheriffs.org)

## 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 3 complimentary Booth Personnel registration with each single booth purchase.
- Each additional Booth personnel is at a cost of \$75 per individual. All additional booth personnel must be paid prior to setup.
- 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 Golf Tournament and Awards 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 must be received via email to [conference@utahsheriffs.org](mailto:conference@utahsheriffs.org). 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 [conference@utahsheriffs.org](mailto:conference@utahsheriffs.org). Prior to August 1<sup>st</sup> 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 1<sup>st</sup>.

## 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 day of vendor setup.

## 6. EXHIBIT BOOTH PRICING

- Booth Cost is \$600 with each additional Booth \$550 (Prices through August 1)
- Booth Cost is \$650 with each additional Booth \$600 after August 2
- There is a late fee of \$50 on and after September 1st

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) Three (3) full conference registrations per booth. Each additional Booth personnel is \$75 each and must be paid prior to setup.
- (f) Participation in Sponsored Continental Breakfasts.
- (g) Participation in Hosted Lunch in Exhibit Hall
- (h) Invitation to Director's Reception. (Invitation is included in vendor packet day of setup) (i) Participation in refreshment breaks.

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](http://www.dixiecenter.com)

## 8. EXHIBIT HALL SET UP/TEAR DOWN EXHIBIT HOURS

**SETUP:** Tuesday, September 19, 2023 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:** Wednesday, September 20, 2023, 7:00 a.m. - 5:00 p.m.

Thursday, September 21, 2023, 7:00 a.m. - 10:30 a.m. (after first break)

**BREAKDOWN:** Thursday, September 21, 2023, after first morning break

**DIRECTORS RECEPTION:** Wednesday, September 20, 2022 – 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 Wednesday, September 20, 2022. 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

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 minutes, 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. TEAM PISTOL COMPETITION

Team Pistol Competition held at Southern Utah Practice Range, 1134 S. Regional Park Rd. St George, UT 84780. Tuesday, September 20, 2022 at 10:00 am. Cost \$10 registration Fee (per individual) Team \$40. Participants must bring their own duty weapons, duty belts, 200 rounds ammunition, duty style belt, eye, and ear protection. Vendor's participation is welcomed; please contact Lt. Shane Frederickson via email, text or phone: [sfredrickson@wasatch.utah.gov](mailto:sfredrickson@wasatch.utah.gov) or 801-400-9824.

## 13. GOLF TOURNAMENT

Golf Tournament is held on Tuesday, September 19, 2023 at Coral Canyon Golf Course, St George, Utah. Four person scramble includes 18 holes, cart, lunch and prizes. 7:00 am registration and 8:30 shotgun start.

- Individual \$85
- Team (4 players) \$340
- 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 [steven@utahcounty.gov](mailto:steven@utahcounty.gov) for additional tournament information.
- Foursomes are limited, please register in advance and **all payments must be received in advance.**

## 14. AWARDS BANQUET

The Awards Banquet is held Thursday evening, September 21<sup>st</sup> 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 31<sup>st</sup>.

## 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 during General Session
- Plaque presentation during General Session
- Recognition of Company Name during Morning General Session and Awards Banquet
- Recognition of Company Name in Program with Logo and website link
- Complimentary Booth space, in premiere location (as availability allows)

### **GOLD \$5,000**

- Recognition of Company Name during Morning General Session and Awards Banquet
- Plaque presentation during General Session
- 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

If you would like to discuss a special sponsorship opportunity, please contact Helen Spann, [spannconsulting@hotmail.com](mailto: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 Thursday, September 21, 2023. 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 Wednesday, September 20, 2023 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*

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Santa Clara, UT 84765

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