

EXHIBITOR AGREEMENT – RULES, TERMS and CONDITIONS OF EXHIBIT SPACE
2024 28th Annual Fall Conference and Exhibition Show
September 17-19, 2024
Utah Sheriffs' Association

1. REGISTRATIONS

Registration for booth space is available online at our website www.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 cancelled. Booth(s) will not be assigned until payment is received. Please include a contact name, phone number and confirmation number with your check. All payments must be received by conference start.
- Send payment to: Utah Sheriffs' Association
PO Box 489
Santa Clara, UT 84765
- Any online registration questions please contact: greg@utahsheriffsassociation.com

2. REGISTRATION POLICY

- If the Main Contact will be attending, please “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. Additional booth personnel can be purchased at \$75 each.
- 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.
- Vendor Booth Personnel names must be added by August 15.
- Substitutions of Vendor Booth Personnel are permitted but must be received via email to greg@utahsheriffsassociation.com 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.
- Any online registration questions, changes, or additions please contact: greg@utahsheriffsassociation.com

3. CANCELLATIONS

All cancellations must be submitted in writing to greg@utahsheriffsassociation.com

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 two booth spaces for each vehicle.
- 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 \$700 with each additional Booth \$650 (Prices through August 3)
- Booth Cost is \$800 with each additional Booth \$750 after August 4

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 The Sheriffs App. Listing includes company name, booth number, and website address and abbreviated company/product description.
- (e) Three full conference registrations per booth
- (f) Participation in 2 days of Breakfast in Exhibit Hall

- (g) Participation in 2 days of Hosted Lunch(s) in Exhibit Hall
- (h) 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

8. EXHIBIT HALL SET UP/TEAR DOWN EXHIBIT HOURS

SETUP: Tuesday, September 17, 2024 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.*
- *Vendor check-in desk is situated in the back of the exhibit hall. Drop off and loading is done from the back of the Dixie Convention Center, exhibit hall entrance*
- *Vendor packets are picked up at the vendor check-in desk.*

EXHIBIT HOURS: Wednesday, September 18, 2024, 7:00 a.m. - 5:00 p.m.

Thursday, September 19, 2024, 7:00 a.m. – 1:00 pm

- **Breakfast and Lunch both days in Exhibit Hall**

BREAKDOWN HOURS: Thursday, September 19, 2024, after Lunch

All work must be completed and each booth ready for the opening of the Exhibits at 7:00 am on Wednesday, September 18, 2024. 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 at utahsheriffsassociation.com

11. LOCATION/MAPS

A link is posted on the website utahsheriffsassociation.com 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. PISTOL SHOOT

Pistol Shoot. Firearms competition is held, Tuesday, September 19, 2023 at 7:30 a.m. at the Southern Utah Practical Shooting Range at 1134 Regional Park Road, Hurricane Utah. If you have questions, please contact Dan Wardle at 435-315-8326 or email dwardle@wasatch.utah.gov

13. GOLF TOURNAMENT

Golf Tournament is held on Tuesday, September 17, 2024 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 \$115
- Team (4 players) \$460
- Hole sponsorship \$600 (\$750 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.
- Foursomes are limited, please register in advance and payment must be received in advance.
- You can register online for golf at utahsheriffssassociation.com

14. AWARDS BANQUET

The Awards Banquet is held Thursday evening, September 19th 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 \$55 each and \$65 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 – Keynote

- 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 The Sheriffs App with Logo and website link
- Complimentary Booth space, in premiere location (as available)
-

PLATINUM \$10,000 – Afternoon Speaker

- Opportunity to introduce Afternoon speaker during afternoon Ballroom Session
- Plaque presentation during Morning General Session
- Recognition of Company Name during Morning General Session and Awards Banquet
- Recognition of Company Name in The Sheriffs App with Logo and website link
- Complimentary Booth space, in premiere location (as available)

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 The Sheriffs App and website link

SILVER \$2,500

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

BRONZE \$1,000

- Recognition of Company Name and in Sheriffs App

EXHIBIT HALL PASSPORT \$250

- Opportunity to Drive traffic to your booth. Engage attendees in your booth longer, so attendees build a stronger relationship with you. Help attendees better understand your full product offering, provide a demo, or get contact information. Utah Sheriffs' Association will provide the "stamp" for your use during the conference. Attendees will deposit their completed passports in the drop box at the prize desk in the Exhibit Hall, by Thursday morning 10:15 am. Drawing for prizes will be announced during the Hosted Lunch in the Exhibit Hall on Thursday, September 19th. Attendees must be present to win.

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

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 in the front of the exhibit hall, please include your business card with the donation so that your company may be recognized.

If you wish to assist with prize for “Passport Drawing” please email Helen at spannconsulting@hotmail.com or call 435-674-5015.

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 19, 2024. 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 18, 2024 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 ensure 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

435-674-5015

Cell: 435-632-5015

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E-mail: spannconsulting@hotmail.com