



# UTAH PREPARE



# CONFERENCE & EXPO

8<sup>th</sup> Annual  
 Utah Prepare  
 Conference and Expo  
 Friday and Saturday,  
 September 28-29, 2018  
 Mountain America Exposition Center  
 9575 South State Street  
 Sandy, Utah 84070

## Exhibitor Packet

**Target Audience:** General public and professionals who work to improve and promote preparedness in the community and in their homes.

**Conference Objective:** Connect professionals, educators, and the public to share knowledge, research, and experience for improved preparedness.



EXTENSION 

UtahStateUniversity



American Red Cross



January 2018

Dear Potential Exhibitor,

We are pleased to inform you of the 8<sup>th</sup> Annual Utah Prepare Conference and Expo. The event will take place Friday and Saturday, September 28-29, 2018 at the Mountain America Exposition Center in Sandy, Utah. The Exhibitor Expo will be held in Exhibit Hall 5. The event is co-sponsored by the *Utah Department of Public Safety, Division of Emergency Management's Be Ready Utah campaign, Utah State University Extension, Disaster Discovery Center, The American Red Cross, and Salt Lake County.*

We have had an excellent turnout and public response to previous years' conferences, and we hope to see even more community participation this year. We would like to invite you to participate as an exhibitor!

Exhibitor Information:

- Exhibitors will be provided booth space on a first-come, first-served basis
- Exhibitors may rank their location choices, but may not receive their first choice. It is determined by the timing of payment \*
- Reservations will be held for one week while we await payment and completed application/contract. After that, your preferred space(s) may become available to other exhibitors
- Exhibitors will receive two (2) exhibitor passes (for booth workers) and four (4) tickets per booth
- Exhibitor fees (described in the attached Agreement) must be paid in full prior to booth set up
- Exhibitors are responsible for the set up and take down of their product and booth(s)
- Exhibitors must provide their own handcarts
- Exhibitors are responsible for the handling of all monies for their transactions and sales
- Access to the Internet involves a separate registration with Mountain America Expo Center
- We reserve the right to limit or decline any exhibitors
- We request that you allow us to provide you with Prepare Expo promotional materials to post in your place of business

If you are willing to provide door prizes to be given away in the Expo class breaks, please let us know. We will give verbal recognition to businesses for providing those door prizes. For your convenience, there will be a concession stand available near the vendor area.

We look forward to having a great group of exhibitors at the 8<sup>th</sup> Annual Utah Prepare Conference and Expo. If we can be of any further assistance, please let us know. We will do everything possible to help make the event a success for you, too.

For further information and to reserve a booth, contact **Teresa Hunsaker** at [teresa.hunsaker@usu.edu](mailto:teresa.hunsaker@usu.edu) or **801-399-8203**. Thanks for considering this important community event. Hope to see you there!

Sincerely,

Wade Mathews. Be Ready Utah Manager  
Utah Division of Emergency Management  
(801) 538-3702

**Agreement for Lease of Space  
Utah Prepare Conference and Expo  
Friday and Saturday, September 28-29, 2018**

Hours: Friday 2:00 p.m. to 9:00 p.m.; Saturday 8:00 a.m. to 6:00 p.m.  
Mountain America Exposition Center  
9575 South State Street, Sandy, Utah 84070

This Agreement is entered into on (date) \_\_\_\_\_, by and between:  
 (“**ORGANIZER**”), The Utah Division of Emergency Management, whose address is:  
1110 State Office Building, Salt Lake City, Utah 84114, and

(“**EXHIBITOR**”), \_\_\_\_\_ whose address is:

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What merchandise will you be selling? (Please be as specific as possible for the majority of your merchandise, and include brand names so as to avoid over-duplication).

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**ORGANIZER and EXHIBITOR hereby agree as follows:**

Subject to the terms and conditions of this Agreement, ORGANIZER leases to EXHIBITOR the booth space(s) described in Exhibit #1 of this Agreement for the Utah Prepare Conference and Expo at the Mountain America Exposition Center (hereby referred to as EVENT).

1. **Booth Space** – EXHIBITOR agrees to lease the following number of booth(s) at the agreed upon price for both days:  
**\$500.00** for a 10’ x 10’ booth on Sponsor Alley. Desired number of 10’x10’ booth(s) \* \_\_\_\_\_.  
**\$400.00** for a 10’ x 10’ booth. Desired number of 10’x10’ booth(s) \_\_\_\_\_.  
**\$325.00** for a 10’ x 8’ booth. Desired number of 10’x8’ booth(s) \_\_\_\_\_.

A discount of \$25.00 per booth for each additional booth after the first booth reserved will be applied, if payment is received prior to Aug. 31, 2018.

The total cost to lease said booth(s) is \$ \_\_\_\_\_ (“Contract Price”).

ORGANIZER will furnish pipe and drape for back and sides, one 8’ table with drape, two chairs, one waste basket and name sign as a part of this Agreement.

EXHIBITOR assumes all other costs, such as additional lighting, signage, carpeting, WiFi, electricity, etc. ORGANIZER will facilitate a third party from whom EXHIBITOR may rent these extra items. The leased booth space(s) shall be used exclusively by EXHIBITOR for the exhibition of the items described in beginning section of this Agreement. EXHIBITOR shall not represent more than one business.

- **Reserving Booth Space** - Booth(s) are sold on a first-come, first-served basis with payment to secure location. They are expected to sell out. A waiting list will be maintained in the order of requests for spaces to be received after sell out. ORGANIZER has right of refusal of any vendor.
- **Payment for booth(s) space** – Payment for booth space may be made one of two ways.
  1. A check may be made out to DPS/DEM, and sent to:

**Utah Division of Emergency Management  
Attn: Wade Mathews - Utah Prepare Planning Committee Chair  
1110 State Office Building  
Salt Lake City, Utah 84114**

2. A credit card payment may be made through Eventbrite on our Utah Prepare website: [www.utahprepare.org](http://www.utahprepare.org)  
We will no longer accept direct cc payments.

- **Booth Selection** - The EXHIBITOR may choose booth(s) according to the **Vendor Booth Layout Map, which will be disclosed upon request.** EXHIBITOR will then send this contract along with payment, if by check, to DPS / DEM, for booth(s) selected; if by Eventbrite, payments must be accompanied by an electronic copy of this contract fully completed and sent to Teresa Hunsaker at [Teresa.hunsaker@usu.edu](mailto:Teresa.hunsaker@usu.edu). If the desired booth(s) are not available, ORGANIZER may substitute different booth(s) to be occupied by EXHIBITOR.

\*NOTE: Sponsors wanting to purchase extra booth space beyond the designated booth space determined by level of sponsorship (See Sponsorship Packet) will be charged an additional \$500 per 10x10 booth space to remain within designated sponsor's booth locations. (The sponsor booth locations are prime traffic locations within the show and are determined by the planning committee and assigned on a first come first served basis.)

2. **Electrical Contract** – EXHIBITOR is responsible for arranging and paying for required electrical with the display contractor.

\*\*\*\* Initial here to show your acceptance of Section 2 \_\_\_\_\_ \*\*\*\*

3. **Internet/Wi-Fi Access** – Wi-Fi is provided by Mountain America Exposition Center for \$40.00 per device per day. While at MAEC, you can log onto the Internet where you will be prompted for your credit card information. Internet is provided for that device for the day. There is no need to preorder or fill out paperwork.

4. **Booth Selection and Availability** – Subject to availability, EXHIBITOR selects leased booth(s) indicated on the “Reservation of Booths” form attached hereto as Exhibit #1. However, booths are leased on a first-come, first-served basis upon payment; if the desired booth(s) are not available, ORGANIZER may substitute alternate booth(s) to be occupied by EXHIBITOR.

5. **Subletting** – EXHIBITOR shall not, without prior written consent of ORGANIZER, assign or sublet any part of this Agreement or the leased booth(s).

6. **Failure to Comply** – If ORGANIZER determines that EXHIBITOR has failed to comply with any provision of this Agreement or the attached Rules of Use, ORGANIZER shall have the right to remove EXHIBITOR from the EVENT and, in which case, EXHIBITOR **shall not be entitled to a refund** of the Contract Price.

\*\*\*\* Initial here to show your acceptance of Section 6 \_\_\_\_\_ \*\*\*\*

7. **Failure to Occupy Leased Booth(s)** – EXHIBITOR agrees to occupy the leased booth(s) for the full duration of the EVENT. If EXHIBITOR does not occupy the leased booth(s) for the duration of the EVENT or fails to comply in any other respect with the terms of this Agreement, ORGANIZER shall have the right, but not the obligation, without notice to the EXHIBITOR, to lease such booth(s) or any part thereof to a third party. In addition, if EXHIBITOR fails to occupy the leased booth(s) for the duration of the EVENT or comply with any of the provisions of this

Agreement, EXHIBITOR shall pay the entire Contract Price as liquidated damages.

\*\*\*\* Initial here to show your acceptance of Section 7 \_\_\_\_\_ \*\*\*\*

8. **Notice of Cancellation** - If EXHIBITOR desires to cancel this Agreement, EXHIBITOR shall notify ORGANIZER at least 15 days prior to the EVENT. If EXHIBITOR cancels this Agreement without providing 15 days advance notice, EXHIBITOR shall forfeit 50 percent of the Contract Price. If notification of cancellation is less than 10 days prior to the opening of the EVENT, EXHIBITOR shall forfeit the entire Contract Price.

\*\*\*\* Initial here to show your acceptance of Section 8 \_\_\_\_\_ \*\*\*\*

9. **Set Up and Take Down** – All EXHIBITORS will be required to set up in Exhibit Hall 5 on **Thursday, September 27, 2018** from Noon to 5:00 p.m. EXHIBITOR must have space ready for business 30 minutes prior to the EVENT opening for the public on **Friday, September 28, 2018**, which is scheduled to begin at 2:00 p.m. and run through 9:00 p.m. If EXHIBITOR has failed to set up by said time, EXHIBITOR will be charged an additional \$50.00 per booth. Booths may be dismantled **from 6:00 p.m. to 8:00 p.m.** on **Saturday, September 29, 2018**. The EXHIBITOR is responsible for securing their goods and display items during set-up and take-down hours. **NOTE:** No vendor will be allowed to set up, if full payment for booth space has not been received prior to Thursday, September 27, 2018.

10. **Disruptive Behavior** – If ORGANIZER determines that the conduct of EXHIBITOR is disruptive to the EVENT or that EXHIBITOR is not acting in a courteous and professional manner, ORGANIZER may remove EXHIBITOR from the EVENT and in which case, EXHIBITOR shall not receive a refund on the Contract Price.

\*\*\*\* Initial here to show your acceptance of Section 10 \_\_\_\_\_ \*\*\*\*

11. **Waiver of Liability** – ORGANIZER will not be responsible or liable for any loss or damage incurred by EXHIBITOR as a result of fire, theft, wind, storm, explosion or any other cause whatsoever. ORGANIZER is not responsible for damage from loss of occupancy or other loss to EXHIBITOR by destruction or damage to the exhibit area. EXHIBITOR releases ORGANIZER from any and all responsibility for theft or damage to equipment, booth(s) or displays within the booth(s) – by fire, rain, accident or any other cause whatsoever. EXHIBITOR assumes full and total responsibility for all patrons of the EVENT who visit or enter EXHIBITOR'S booth(s) and releases and agrees to indemnify ORGANIZER from any claims by any patron concerning the goods or services EXHIBITOR displays, provides or sells at, or in connection with, the EVENT. EXHIBITOR agrees to bear full responsibility for any damage caused to the exhibition facility by EXHIBITOR, their agents or employees during the EVENT and while setting up or taking down their booth(s). EXHIBITOR agrees to indemnify, hold harmless, and covenants not to sue ORGANIZER for any and all liability, real or alleged, arising out of, or in connection with, this Agreement. EXHIBITOR agrees to pay all costs of collection, default, break or enforcement hereunder, including reasonable attorneys' fees.

\*\*\*\* Initial here to show your acceptance of Section 11 \_\_\_\_\_ \*\*\*\*

12. **Certificate of Insurance** – While the ORGANIZER does not require proof of insurance from any EXHIBITOR, it shall be known that neither ORGANIZER nor Event Location (Mountain America Exposition Center) will be liable for any bodily

injury, personal injury, or property damage to listed EXHIBITOR, or patrons injured, as a result of negligence on the part of the EXHIBITOR.

\*\*\*\* Initial here to show your acceptance of Section 12 \_\_\_\_\_ \*\*\*\*

13. **Health Department Regulations** – The ORGANIZER will not be responsible for any Health Department regulations for food samples provided in booth(s) of EXHIBITOR. All necessary health code specifics and fees are the responsibility of the EXHIBITOR. (See attached letter and Temporary Food Establishment Application). EXHIBITOR must submit the application to the Health Department at least 12 days prior to the EVENT.

\*\*\*\* Initial here to show your acceptance of Section 13 \_\_\_\_\_ \*\*\*\*

14. **Utah State Tax Commission** – ORGANIZER will not be responsible for any tax licensing and filing requirements of sales by EXHIBITOR. All necessary licenses, fees, reporting and remittance are the responsibility of EXHIBITOR (See attached letter). Information must be submitted to ORGANIZER by **Friday, August 31, 2018**.

\*\*\*\* Initial here to show your acceptance of Section 14 \_\_\_\_\_ \*\*\*\*

15. **Release of Vendor Contact Information** – Vendor contact information will be provided, upon request, to third parties seeking said information. EXHIBITOR may opt out of the vendor contact information release by initialing here.

\*\*\*\* Initial here to Opt Out of Vendor Contact Release \_\_\_\_\_ \*\*\*\*

16. **Utah Food Services Contractual Obligations** – All EXHIBITORS will be required to be in compliance with any Event Location regulations or Event Location Food Services regulations specific to sales or samples of any restricted items that may be in direct competition to their sales or show options. It will be the responsibility of all EXHIBITORS to submit for pre-approval of the event ORGANIZER any items prior to the event. Violation of these restrictions at the EVENT will result in EXHIBITOR ceasing to distribute or being removed from EVENT without refund of booth fees.

17. **Entire Agreement** – This Agreement contains the entire understanding of the parties and no oral or other representation not contained herein shall be binding upon the parties hereto.

18. **Interpretation of Agreement** – In the event of disagreement regarding the meaning or interpretation of this Agreement, the interpretation of ORGANIZER shall govern.

IN WITNESS WHEREOF, ORGANIZER and EXHIBITOR have signed this instrument the day and year first above written. Questions or concerns should be addressed to **Teresa Hunsaker** by email [Teresa.hunsaker@usu.edu](mailto:Teresa.hunsaker@usu.edu) / phone 801-399-8203.

**ORGANIZER:**

Utah Division of Emergency Management

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBITOR:**

\_\_\_\_\_  
(Exhibitor/Company Name)

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**IF selling products, provide Tax ID #:** \_\_\_\_\_

**Make Checks Payable to:  
DPS / DEM**

(Dept. of Public Safety / Div. of Emergency Management)

Mail to:

**Utah Division of Emergency Management  
Attn: Wade Mathews - Utah Prepare Planning Committee Chair  
1110 State Office Building  
Salt Lake City, Utah 84114**

**EXHIBIT #1**  
**RESERVATION OF BOOTHS**

**Reserving Booth Space** – Booths are sold on a first-come, first-serve basis and are expected to sell out. A waiting list will be maintained in the order of requests, for spaces to be received after sell out.

**Booth Selection:** The EXHIBITOR may request specific booth space(s) or they may be assigned by the ORGANIZER. A booth layout diagram from a previous event is attached to provide an idea of how the booths may be laid out. However, some changes may be made for this event and an updated **Exhibitor Booth Layout Map** will be provided upon request.

EXHIBITOR will send this contract along with full payment (check or Eventbrite receipt) to DPS / DEM for the booth(s) selected. Payment must be received by ORGANIZER to secure the booth(s) **prior to September 27, 2018** . If the desired booth(s) are not available, ORGANIZER may substitute different booth(s) to be occupied by EXHIBITOR.

**EXHIBITORS** may call **Teresa Hunsaker** at 801-399-8203 or email [teresa.hunsaker@usu.edu](mailto:teresa.hunsaker@usu.edu) to tentatively reserve booth space, then send or deliver this signed contract and full payment to:

Utah Division of Emergency Management  
Attention: Wade Mathews - Utah Prepare Planning Committee Chair  
1110 State Office Building  
Salt Lake City, Utah 84114

Please reserve (total Number): \_\_\_\_\_ booth(s).

1<sup>st</sup> Choice \_\_\_\_\_ (booth number(s))

2<sup>nd</sup> Choice \_\_\_\_\_

3<sup>rd</sup> Choice \_\_\_\_\_

Booth spaces will only be held until a full payment for said space is received by any Exhibitor, and may be lost to other vendors on a first come/first serve basis. No one will be allowed to set-up booth(s) without providing payment in full.