THE SOUTH TOWNE

BRIDAL SHOWCASE

MOUNTAIN AMERICA EXPO CENTER

EXHIBITOR MANUAL
IMPORTANT PLEASE READ

FEBRUARY 13, 2027
MOUNTAIN AMERICA EXPO CENTER
9575 SOUTH STATE STREET
SANDY, UTAH 84070

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4525 South 2300 East
Holladay, Utah 84117
Tel: (801) 485-7399 Fax: (801) 485-0687
www.slcbridalshowcase.com or **greenband.com**

Drafted: 11/11/2026 NOTE: Exhibitor Manual is Subject to Change

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CHECK LIST & DEADLINES

- ☐ Return signed contract.
- ☐ Exhibit space paid in full by January 13th, 2027.
- ☐ Move-in times and show hours scheduled with your employees.
- ☐ Submit a list of all employees that will work the show by January 29th, 2027. Please review Page 6 for the show's official exhibitor credential policies. A maximum of four (4) credentials will be alotted for each 10X10 exhibit space.
- ☐ Procure required liability insurance coverage for the show. See Page 7 for details.
- ☐ Professional signs and banners only**.** See Pages 5 & 10 for further information.
- ☐ You can bring your own carpet, chairs, tables, skirting and decor. If needed, you can order these things and electricity from Modern Exposition by Friday, January 22nd, 2027 to get the best price. Call (801) 983-8160.
  *The Modern Service Kit can be found at Greenband.com or at https://modernexpo.boomerecommerce.com/Home/1079/EventHome
- ☐ Review Page 5 for items not allowed for use at the show.
- ☐ Battery powered electrical outlets are strictly prohibited by MAEC. See Page 8 for details.
- ☐ Paid wired internet or WIFI must be ordered from the MAEC facility. Alternatively, we recommend using your own hot spot if available. Review Page 5.
- ☐ Exhibitor credentials may be picked up during move-in and show day at the Show Office in Room 200A.
- ☐ Review Sales Tax License information see Page 6.
- ☐ Note: Show Hours are February 13th, 2027 11AM to 5PM.

Information may be found at Greenband.com or by calling Greenband Enterprises, LLC at 801-485-7399

MOVE-IN CHART

MOVE-IN: FEB. 12TH
Friday: 11am-8pm

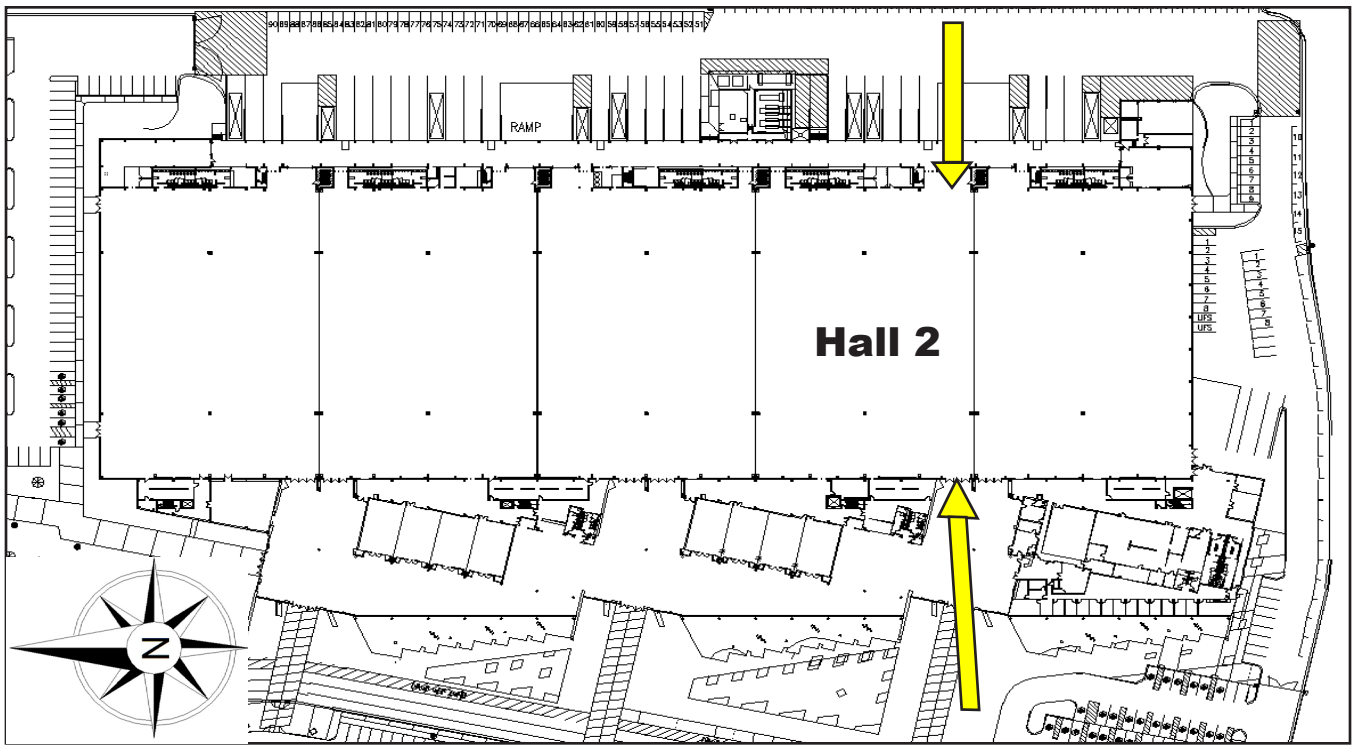
SHOW HOURS: FEB. 13TH
Saturday: 11am - 5pm

MOVE OUT: FEB. 13TH
Saturday: 5:15pm - 8:00pm

• All Exhibits must be paid in FULL with a Signed Contract before move-in. All exhibitors must check-in with Show Office 200A before you move-in.

• All Exhibits must be setup by 10:00 AM on Saturday, February 13th.

• No move-out before 5:15pm Saturday, February 13th.



• There are two move-in entrances:
  1. East side (back) of the building, Dock Door 2.
  2. West side of building, through glass doors.

• Earlier move-in will ensure easier access.
• You can drive your vehicle into the hall for move-in on Friday, February 12th until 5pm
• No vehicle will be allowed to drive in on Saturday, February 13th.

• ALL EXHIBITS MUST BE REMOVED BY 9:00 PM SATURDAY, FEBRUARY 13TH.

PARKING

• Exhibitors are asked to leave the closest parking to their customers. Please park on the North side of the MAEC property.

• No trailers or vehicles with company logos, names or banners are allowed in the Mountain America Expo Center parking lots. These vehicles will be subject to towing and/or fines.

RULES, REGULATIONS & BOOTH INFORMATION

Our top priority is to produce a quality event. Two very important aspects to doing this are: maintaining the visual integrity of the show and creating an atmosphere where all exhibitors can do business. The following Rules and Regulations help us to maintain these aspects:

• **All accounts must be paid in full before move-in.**

• **Booth sharing is strictly prohibited**. Each exhibitor and company is required to have their own contract, stating their products and services, and liability insurance.

• No literature from another company may be displayed in or handed out in your space.

• Working in the aisles or distributing literature from any other area than your booth is prohibited. All promotional activity must take place inside your contracted space.

• Music and A/V equipment must be operated at a reasonable level. Do not disturb your neighbors. Show management reserved the right to refuse the use of audio equipment.

• Microphones are NOT permitted.

• We encourage free standing professional displays. All hard wall displays must have their backsides finished. Unfinished backs are visually offensive and my negatively impact your neighbor.

• **Signs MAY NOT exceed 8 feet**. This is the height of the back drape of the booth.

• No paper banners or hand written signs allowed.

• Rotating, flashing, strobe or projection lights are not permitted.

• No drones, balloons, blimps or banner flags allowed. Tear drop flags are allowed within your exhibit space only.

• No cut evergreen trees or straw bales. All materials used in exhibit must be fire retardant.

• Battery Powered Electeric Outlets are restricted by MAEC. See Page 8 for details.

• **The Expo Center is not carpeted.** If you would like to have flooring, you may bring your own or order carpet from Modern Expo. If you bring your own, please ensure it does not extend beyond the dimensions of your contracted space. If you would like to order carpet from Modern Expo.

• No booth contents, signs or flags may protrude into the aisle or beyond the depth limits of the booth dividers.

• All tables must be covered and skirted.

• Exhibitors must man their booths during all show hours.

• Exhibitor is responsible for any facility damage your staff or outside contractors create.

• **Early move-out is strictly prohibited. No move-out will allowed before 5:15 pm Saturday.**

INTERNET / WIFI

Many exhibitors bring their own wireless hot-spots to avoid facility internet fees, or use the hot spot feature on their cellular telephone. Internet can be per-ordered through the facility for hard-lines. Facility WiFi can be connected at show time with no prior notice needed. WiFi is charged per-device, per-day. Scan the QR code for direct access to the MAEC official order form or contac MAEC at (385) 468-2284.

SHOW LOGO

• The official show logo is available for download on www.greenband.com for your marketing use.

CONTRACTOR DIRECTORY

MODERN EXPOSITION SERVICES
Decorator, Chairs, Tables, Electricity, Carpet:
500 South 3370 West
Salt Lake City, Utah 84104
Tel: (801) 983-8160
Expo@modernexpo.com

NOTATEK
Professional Signs:
1584 South 580 East
American Fork, Utah 84006
Tel: (801) 796-1411
Ashton@signcityonline.com

MOUNTAIN AMERICA EXPO CENTER
Show Facility, Gas and Water:
9575 South State Street
Sandy, Utah 84070
Tel: (385) 468-2260
Telephone & Internet:
Darren Satterwith: (385) 468-2284
Darrens@mountainamericaexpo.com

SODEXO LIVE!
Facilty Concessions & Catering: Alisi Kaihau
Tel: (385) 301-2780
Alisi.Kaihau@sodexo.com

PERMITS & TAXES

UTAH STATE SALES TAX

Businesses performing Cash and Carry sales at the show are solely responsible for filing and securing a (TC-790C) Temporary Sales Tax License from the Utah State Tax Comission. You must confirm your license number with Greenband Enterprises in order to participate in the show. To file, go to https://tax.utah.gov/sales/specialevents.

FOOD SAMPLING

Exhibitors who process or distribute food in their normal course of business and would like to distribute food samples may be allowed, provided their food samples are no larger than bite size, and

EXHIBITOR CREDENTIALS

• **To receive credentials, Exhibitors must:**

1. Be paid in **FULL**,
2. Have a **signed contract** on file with the show office, and
3. Have a current **Certificate of Insurance Liability** (**COI**) on file with the show office.

If you have any questions regarding whether your business has not completed the above requirements to receive show credentials, please contact us at: 801-485-7399.

• Please submit the names of all people you expect to work your exhibit space by January 29th, 2027 to Royal@Greenband.com, to reserve show credentials.

• All exhibitors are required to have official credentials to enter the event. Credentials may be picked up at the Official Show Office 200A.

• One (1) exhibitor credential admits one (1) exhibitor only.

SOCIAL MEDIA / VIP TICKETS

• As an exhibitor, you are granted access to an exclusive discount code, that will provide free Admit One VIP tickets when entered online at checkout. This code is intended to provide free tickets for your family, friends, and special guests. We encourage all exhibitors to send a special invite to their customers or to do a giveaway through social media for a free ticket courtesy of you. The official discount code will be provided via e-mail 30 days prior to show open.

Certificate of Liability Insurance

To participate as an exhibitor, your business must secure liability insurance coverage for the event. The insurance coverage must meet the requirements as stated in the terms and conditions of your executed event contract. You must provide Greenband Enterprises LLC with a copy of the formal certificate which evidences that you have secured the liability insurance and that it meets the required criteria. Please ensure that your Certificate of Liability Insurance ("COI") is provided to Greenband Enterprises LLC no later than 30 days prior to the start of the event. Failure to procure and submit the COI of your contractually obligated insurance coverage may be grounds for dismissal from the event. Further information and FAQ's may be found below. For further questions, call Greenband Enterprises at 801-485-7399. Submit your official COI to: Royal@Greenband.com

1. What is a COI? A Certificate of Liability Insurance is a document provided by your insurance carrier which represents that you have acquired liability insurance and the specifics of that insurance coverage. **Note: This should be a free or minimal expense addition to your existing liability insurance coverage.**

2. How is this different from your general insurance policy? While each business has different policy coverage needs that relate directly to their business operation, that coverage often does not extend to off-site business practices, such as our consumer show event.

3. What Should It Cover? The comprehensive certificate that you are required to provide us with should specifically warrant that you have acquired general liability coverage and all risk property insurance for our consumer show event. The insurance shall be primary, non-contributing, and shall provide coverage of at least $1,000,000 for each separate occurrence, $2,000,000 aggregate, and be rated A-XII or better.

4. How Long? It should cover the entire time of the event from the first move-in date to the last move-out date.

5. Who? It should relate specifically to your operation at our event and should insure both you (the exhibitor) as well as the following: Greenband Enterprises LLC, Salt Lake County, Mountain America Expo Center, Legends Global, SMG, and each of their respective parent companies, subsidiaries, affiliates, successors, assigns, lenders, licensees, contractors, officers, directors, partners, members, shareholders, employees, agents, and representatives as additional insureds.

6. Certificate Holder: Greenband Enterprises LLC (4525 S 2300 E, SLC, UT 84117) should be listed as the Certificate Holder.

7. For further information, refer to the excerpt below taken from the Exhibitor Contract Terms & Conditions:

LIABILITY AND INSURANCE

The Exhibitor shall at its own expense obtain, maintain, and supply a copy of which to Greenband Enterprises, a comprehensive certificate of general liability and all risk property insurance policy acceptable to Greenband for a period commencing on the first move-in date and terminating on the last move-out date of the Show. The policy shall name Greenband Enterprises LLC, Salt Lake County, Legends Global, SMG, MAEC and each of their respective parent companies, subsidiaries, affiliates, successors, assigns, lenders, licensees, contractors, officers, directors, partners, members, shareholders, employees, agents, and representatives as additional insureds. The policy shall insure both exhibitor and said additional insureds against all claims of any kind arising from or in any way, in whole or in part, connected with the exhibitor's presence or operation at the show. This insurance shall be primary, non-contributing, and shall provide coverage of at least $1,000,000 for each separate occurrence, $2,000,000 aggregate, and be rated A-XII or better. Exhibitors without a current, valid certificate on file with Greenband will not be allowed to move into the Show and will forfeit all exhibitor fees.

The Exhibitor is responsible to insure its own exhibit, personnel, display and materials from any damage or loss through theft, fire, accident or other cause and accepts all risks associated with the use of the exhibit space and its environs. The Exhibitor shall not make any claim or demand or take any legal action, whatsoever, against Greenband, the Show sponsors or the facility in which the Show is held, for any loss, damage or injury howsoever caused, to the general public, the Exhibitor, its officers, directors, agents, representatives and employees or their respective property.

Neither Greenband nor the facility will assume liability for loss or damage, through any cause, of equipment, products, goods, exhibits or other materials owned, rented or leased by the Exhibitor.

Exhibitor is solely responsible for any facility damage caused by exhibitor or exhibitor's staff.

General Electricity Guidelines

Battery Powered Electric Outlets (BPEO)

PCC retains the right to provide and charge for utility hook-ups, including electricity, for the Event and any of its demands. This service may be provided by PCC through a third-party contractor. Battery powered electric outlets are permitted under the following conditions:

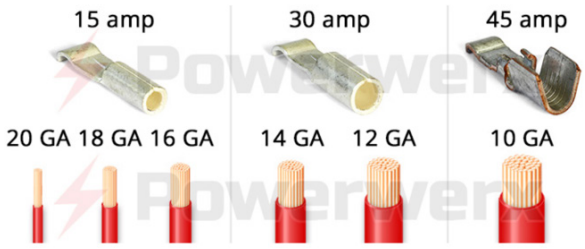
- BPEO is intended to power a small electronic device (like a tablet or cell phone),
- BPEO is UL listed or Classified UL,
- BPEO cannot accept a two or more-pronged plug.

Refer to the images below for examples of permitted and prohibited equipment at the venue.

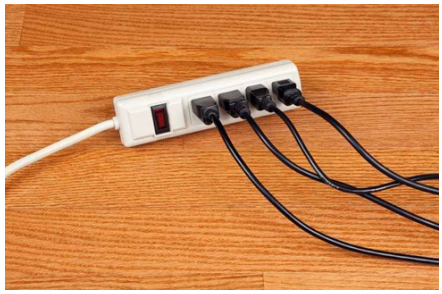


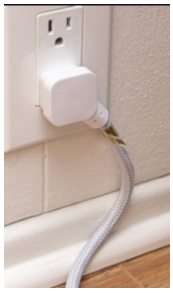
Electric Outlets & Power Cable Management

Know The Proper Size Power Supply For The Total Amps Used



Surge Protectors Must Be Used Properly. All Cables Must Be Properly Grounded With 3 Prongs



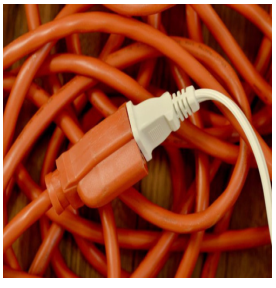


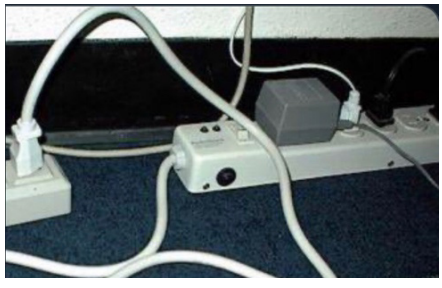
NO Homemade Power Splitters Allowed EVER, For Any Reason.



NO Daisy Chaining Of: Surge Protectors, Power Cords, or Outlet splitters. See Below.







WHERE TO STAY

Salt Lake City lodgings offer visitors superior value compared with many other cities its size. Most hotels are close to entertainment, restaurant & shopping districts. Airport area hotels are available, but downtown Salt Lake & Sandy locations offer a more diverse selection. The winter ski season and holiday events attract many visitors, so make reservations well in advance for those times.

The Mountain America Exposition Center is located in Sandy, Utah 9 miles south of downtown Salt Lake City. The exhibition Center is 18 miles from Salt Lake City International Airport. For your convenience, below is a sampling of accommodations close to the Mountain America Exposition Center; it is not intended to be a comprehensive or even recommended list.

Best Western CottonTree
10695 S. Auto Mall Dr.
Sandy, Utah 84070
(801) 523-8484

Courtyard by Marriott
10701 S. Holiday Park Dr.
Sandy, Utah 84070
(801) 571-3600

Hampton Inn
10690 S. Holiday Park Dr.
Sandy, Utah 84070
(801) 571-0800

Hyatt House
9685 S. Monroe Street
Sandy, Utah 84070
(801) 304-5700

Ramada
12605 Minuteman Dr.
Draper, Utah 84020
(801) 486-2400

Hilton Garden Inn SLC
277 West Sego Lily Drive
Sandy, Utah 84070
801-352-9400

Holiday Inn Express
10680 S. Auto Mall Dr.
Sandy, Utah 84070
(801) 495-1317

Residence Inn by Marriott
270 West 10000 South
Sandy, Utah 84070
(801) 561-5005

Econo Lodge
7263 Catalpa St.
Midvale, Utah 84047
(801) 561-0058

Fairfield By Marriott
6433 South Highland Dr.
Holladay, UT 84121
801-406-1066

Super 8 Motel
10722 Frontage Rd
South Jordan, Utah 84095
(801) 553-8888

Sleep Inn
10676 Frontage Rd,
South Jordan, Utah 84095
(801) 572-2020

Holiday Inn South Jordan
10499 S Jordan Gateway
South Jordan, Utah 84095
(801) 553-1151

NOTATEK

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