

SINCE 1965: THE UTAH

RV SHOW

UTAH'S OUTDOOR EXPO

**EXHIBITOR MANUAL
IMPORTANT PLEASE READ**

**FEBRUARY 16-19, 2023
MOUNTAIN AMERICA EXPO CENTER
9575 SOUTH STATE STREET
SANDY, UTAH 84070**

Greenband Enterprises
4525 South 2300 East Suite 200
Holladay, Utah 84117
Tel: (801) 485-7399 Fax: (801) 485-0687
www.utahrvshow.com or greenband.com
Drafted: 07/13/22

TABLE OF CONTENTS

Deadlines / Check List	3
Exhibitor Entrances	4
Dealer Information	4
Vehicles in Exhibits	4
Overhead Dealer Signs	4
Marshaling Information	5
Move-in Times	
Move-out	
Show Hours	
Move-In Chart.....	6
Rules, regulations & booth information	7
Contractor Directory	8
Permits & Taxes..	8
Liability and Insurance	8
Information Center / Will Call	9
Ticket Distribution	9
Exhibitor Wristband Policies	9
Internet / Wifi.....	9
Exhibitor Parking	9
Shipping Information	10
Electrical Guideline Examples	11
Best Western Cotton Tree Inn Information	12
Where to stay	13
Notatek - Professional Signs	14

DEADLINES / CHECK LIST

Returned signed contract.

Exhibit space paid in full by **January 13, 2023**.

Move-in times scheduled with your employees.

Submit a list of working employees and factory reps working the show by **January 30, 2023**
Email whitney@greenband.com with your list or fill out the form on our website.
greenband.com/exhibitor-badges

Professional Signs have been made, page 10. (No hand-written signs)

Electricity, carpet, chairs, tables, skirting and shipping: order from Modern Expositions by **February 3, 2023** to get best price. Service kit found on **greenband.com**. (801) 983-8160
*Orders must be received and paid in full payment by **February 3, 2023** for discounted pricing.

First day advanced freight delivery to Modern Expo's warehouse **January 9, 2023**.
Advance shipments must arrive to warehouse by **February 8, 2023** or late fee may apply.
Direct to show shipments may begin to arrive at exhibit facility **February 14, 2023**.

Water and / or gas ordered from facility by **January 30, 2023**. 385-468-2260

If needed, wired internet or analog phone line ordered from the facility by **January 30, 2023**. Paid wifi available at the facility. We recommend using your own hot spot if available.
greenband.com/internet

Each exhibitor needs to pick up their own wristbands during move-in at the show office before opening day, or at a will call desk, found in lobbies 1 & 5.

More information can be found at **greenband.com**, or by calling Greenband Enterprises.
(801) 485-7399

EXHIBITOR ENTRANCES

Exhibitors Entrances will be at the main entrance, through the show office or through Docks 2 & 4 in the back of the building. Please keep your exhibitor wristband on throughout the show for easier entry.

DEALER INFORMATION

- Bulk exhibit space is offered to RV dealers at bulk rates for the display of new RV and trailers only
- Used units, or photos depicting used units for sale, are not allowed in bulk spaces.
- Sharing of bulk exhibit space with other companies (i.e. stereo, awning, canvas, repair, car/truck/RV accessories, tourism, insurance or financing companies etc.) Is strictly prohibited.

WASHING OF VEHICLES AND/OR TRAILERS

Wash off your vehicles and/or trailers before arriving to the Mountain America Exposition Center property if possible. If necessary, the facility's regulations are as follows:

- Cover the closest storm drain with a tarp and use a straw wattle or similar product around it so no water goes down the storm drain and into our water source.
- Use only water, no soap, detergents, or chemicals.
- Minimize the water you use, and clean up any excess water.

VEHICLES IN EXHIBITS

- All RVs require a 2,000 Sq. Ft. or larger space.
- RVs require a permit for display for an internal combustion engine on motor vehicles, issued by Mountain America Expo Center security office.
- No fuel tanks may be filled or drained within the facility or loading dock areas.
- All vehicles must have locking gas caps or gas caps sealed with tape. Gas tanks can contain no more than 1/4 tank or no more than 5 gallons of fuel, whichever is less. Propane or butane tanks are not allowed.

Fire Marshal Regulations:

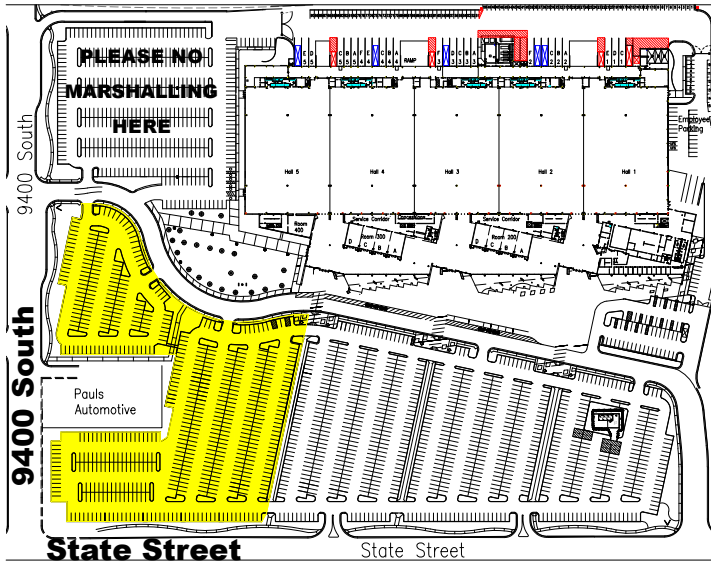
- All batteries must be secured in a strapped and/or locked battery box.
- Minimum of a 6' aisle between any stairs or slide-outs inside your bulk space, (In the aisles created in your space).
- All electrical panels shall be free of obstructions up to 3' in all directions.
- To avoid disruption during move-in, please plan your space accordingly.
- No RVs may block exit doors, or pillars with fire extinguishers or alarms.
- Turn off all appliances.
- Must keep canopies, slide-outs and stairs out of aisle space.
- No corralling, Every space must have a minimum of (4) 6' exits and/or entrances.

OVERHEAD DEALER SIGNS

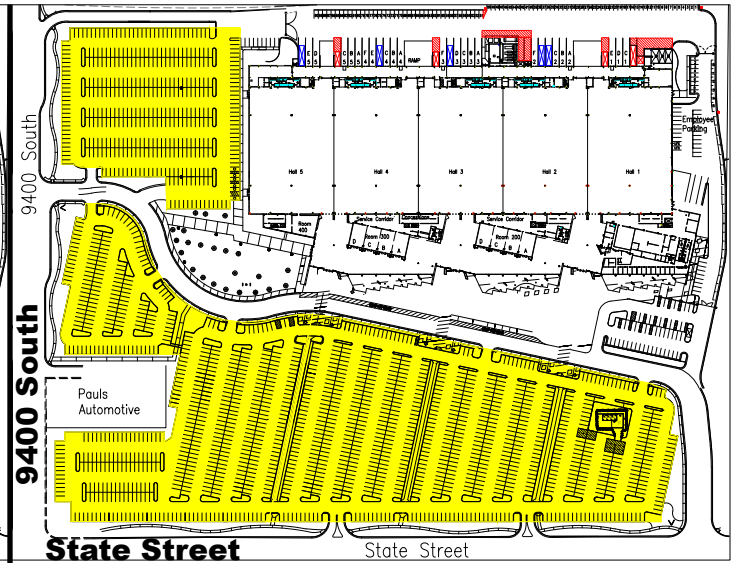
All new dealers in the show will be charged \$595.00 for a new overhead double-faced sign with their dealer logo. This price includes the sign and the labor to put it up and down. The sign will be stored for use in following years. It is the dealers responsibility to get their logos to Greenband Enterprises.

MARSHALING INFORMATION

Marshal in yellow areas only



**SUNDAY, FEBRUARY 12TH AFTER 5:00PM
MARSHALING FOR DEALERS LOCATED
OUTSIDE OF SL COUNTY.**



**MONDAY, FEBRUARY 13TH AT 9:00AM
MARSHALING FOR SL COUNTY
DEALERS.**

MOVE-IN TIMES

- All lobby vehicles & exhibits requiring special access through exhibit halls must be in Monday, February 13th.
- Plan on moving in during the assigned times, see the move-in chart.
- All exhibits must be completely moved in by noon on Thursday, February 16, 2023.
- Bring your own roll cart if needed.

SHOW HOURS

FEBRUARY 16-19, 2023

Thursday: _____ 2 pm - 9 pm
Friday: _____ Noon - 10 pm
Saturday: _____ 11 am - 9 pm
Sunday: _____ 11 am - 6 pm

MOVE-OUT

- **As advertised to the public!** All exhibits must be intact, staffed and open until 6pm Sunday.
- No exhibits may move out until 6:30pm on Sunday.
- Please keep displays OFF the aisle carpet.
- No vehicles will be allowed to enter until the aisle carpet has been removed.
- Bring your own roll cart if needed
- Dock doors and Outside Spaces start move-out at 6:00pm
- **MUST** begin move-out Sunday at 6:30: RV-10, RV-24, RV-30, RV-40, RV-44 & RV-50
- Begin move-out Sunday at 8:30pm: RV-14, RV-20, RV-34, RV-36, RV-42 & RV-52
- Lobby spaces begin move out Sunday at 6:15pm through West Glass Doors. Vehicles must be Monday out by Noon.

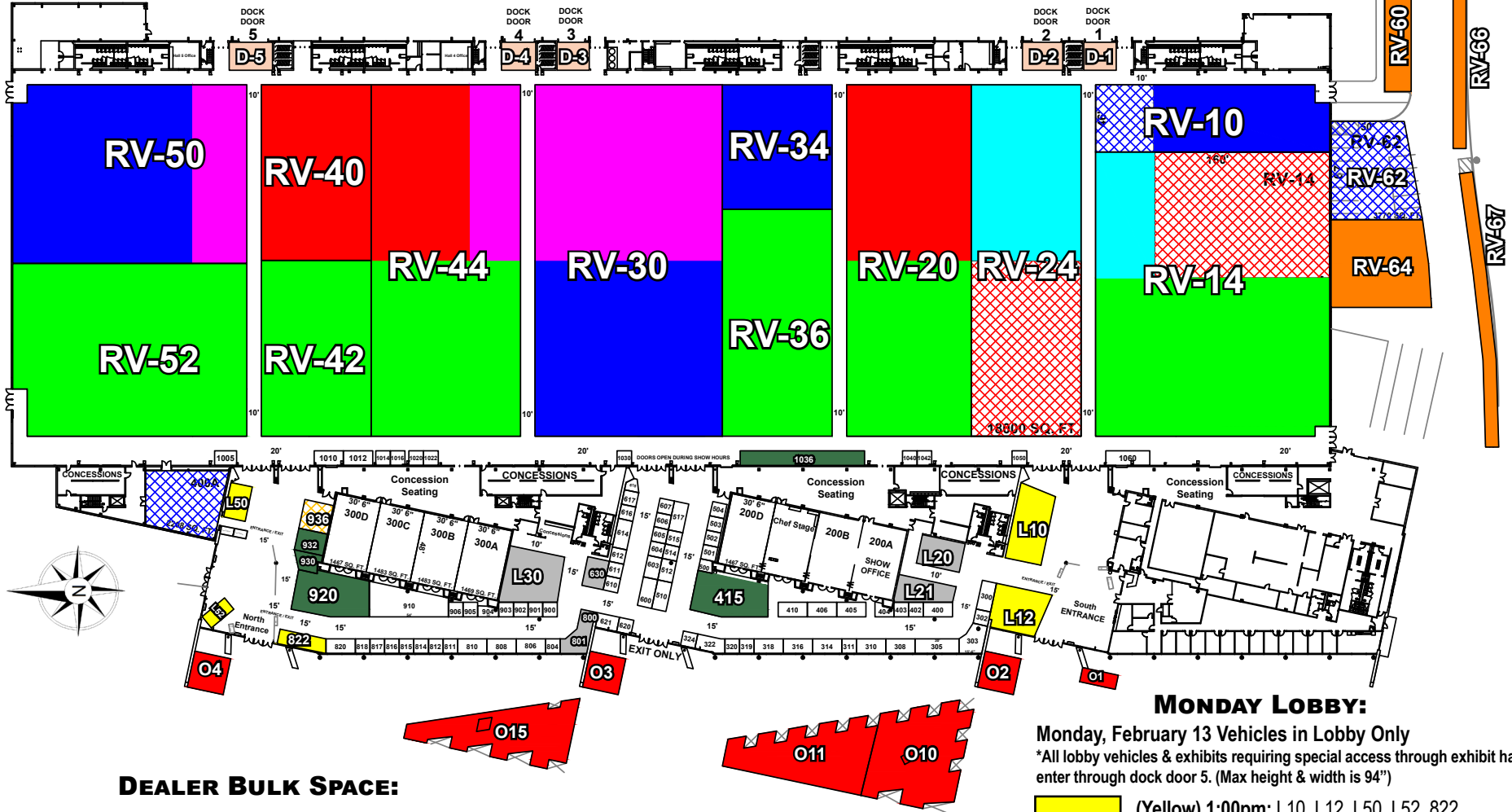
All exhibits must be out of the building by 3pm Monday.

NO EARLY TEAR-DOWN

Every exhibitor knows the critical importance of return customers and customer referrals. Customers expect the show to remain open through the published times each day. For safety, **no dismantling of exhibits or movement of handcarts will be permitted prior to show closing time.**

2023 Utah Sportsman's, Vacation & RV Show Move In Schedule

Revision #4 5/11/2022



DEALER BULK SPACE:

- Tuesday, February 14: 8:00am**
West 1/2 RV-14, West 1/2 RV-20, RV36, RV42,
West 1/2 RV44, RV52
- Tuesday, February 14: 10:00am**
South 3/4 RV10, West 1/2 RV30, RV34,
North 3/4 RV50
- Tuesday, February 14: Noon**
SouthEast 3/4 RV14, West 1/2 RV24
- Tuesday, February 14: 2:00pm**
East 1/2 RV20, RV40, NorthEast 3/4 RV44, O1, O2,
O3, O4, O10, O11, O15

- Tuesday, February 14: 4:00pm**
NorthEast 1/4 RV14, East 1/2 RV24
- Tuesday, February 14: 5:00pm**
East 1/2 RV30, SouthEast 1/4 RV44,
South 1/4 RV50
- Wednesday, February 15: 9:00am**
North 1/4 RV10, RV62, 400a
- Wednesday, February 15: 11:00am**
RV60, RV64, RV66, RV67
- Wednesday, February 15: 2:00pm**
D-1, D-2, D-3, D-4, D-5

MONDAY LOBBY:

Monday, February 13 Vehicles in Lobby Only

*All lobby vehicles & exhibits requiring special access through exhibit hall 4, enter through dock door 5. (Max height & width is 94")

- (Yellow) 1:00pm:** L10, L12, L50, L52, 822
- (Gray) 2:00pm:** 630, 800, 801, L20, L21, L30
- (Tan) 5:00pm:** 936

ACCESSORY SPACES:

Tuesday, February 14: Lobby move-in continues through glass doors. (Front/West side of the building facing State St.)

(Green) 8:30am: 415, 920, 930, 932, 1036

(White) Noon: All other lobby spaces

Lobby move-in continues through glass doors Wednesday 9am-9pm, and Thursday 9am-Noon. Must be moved in by noon Thursday.

* Move-in schedule and floor plan subject to change

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:

PHYSICALLY

- **Booth sharing is strictly prohibited.** All exhibits are exclusive to the company and products contracted only.
- NO accessories or used RV sale boards in bulk space. (Must have accessory space for any other products).
- All promotional activity must take place inside your contracted exhibit space. Working in the aisles, or distributing brochures or literature from any other area of the show is prohibited.
- **Signs MAY NOT exceed 8 feet.** This is the height of the back drape of the booth.
- No display may protrude into the aisle beyond the depth limits of the booth dividers.
- Hard walls and factory displays are encouraged, but need to be finished on both sides.
- Exhibitor is responsible for any facility damage your staff or outside contractors create.
- All dealers must submit an "Exhibit A" to be approved by show management.

VISUALLY

- Rotating, flashing, strobe or projection lights are not permitted.
- **Balloons, blimps, flags or other inflatable objects are not allowed.**
- All floors must be covered and all tables must be skirted.
- No paper banners or signs allowed.
- No straw bales, cornstalks or dried trees.
- No cut evergreen trees, unless treated.

ALCOHOLIC BEVERAGES

- Alcoholic beverages can not be brought into the Mountain America Expo Center at any time by exhibitors or the public.
- Alcoholic beverages can not be distributed (which is state licensed controlled) or consumed at the Mountain America Expo Center at any time by exhibitors.

AUDIBLY

- Microphones are not allowed
- A/V systems are allowed only if they are operated at levels that do not interfere with neighboring exhibitors.
- Show management reserves the right to refuse the use of audio systems.

CATERING & CONCESSIONS

The facility's exclusive caterer provides food service for the facility.

No food or beverage of any kind may be brought or delivered into the building or to the exterior grounds, parking lots, decks, truck docks, and drives, which constitute the "premises."

For information and/or approval contact Centerplate (contact info in Contractor Directory)

STAFFING OF EXHIBITS DURING SHOW HOURS

Exhibit staff with show identification will be allowed to enter the facility one hour earlier than published show hours, and allowed to remain one half hour after closing in order to tidy up booth area.

-
- All contracts must be signed before entering the building.
 - Off-site insurance is required.
 - Off-site sales permit must be obtained by each dealer.
 - All accounts must be paid in full before move-in.
 - Early move-out is strictly prohibited. \$100 fine for violating.

ITEMS INCLUDED WITH ACCESSORY BOOTHS

- 8' High back drape - Black
- 3' High side drape - Black

CONTRACTOR DIRECTORY

MODERN EXPOSITIONS

Decorator, Chairs, Tables, Electricity, Carpet:
424 South 700 East
Salt Lake City, Utah 84102
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 & Telephone/Internet, Gas, Water:
9575 South State Street
Sandy, Utah 84070
Tel: (385) 468-2260
Linda.C@mountainamericaexpo.com

THE DAVE BAKER GROUP

Show Program & Graphic Design:
Dave Baker
Tel: (801) 968-1191
Dave@bakergroup.utah.com

CENTERPLATE, A SODEXO COMPANY

Building Concessions & Catering
Casey Miller | Director of Catering Sales
Tel: (801) 702-7558
casey.miller@centerplate.com

PERMITS & TAXES

UTAH STATE SALES TAX

Businesses selling tangible product at the show must apply for a Temporary Utah State Sales Tax Number. You may obtain one from:

**State Tax Commission
Special Events Section**
(801) 297-6303

DEALER OFF-SITE SALES PERMIT

Visit www.mved.utah.gov and find a TC-758 form.

FOOD SAMPLES

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 the beverages are no larger than two (2) ounces. An exhibitor who does not manufacture, process or distribute food as their normal course of business, and would like to distribute food, must purchase their food samples from the Facility's food service contractor, at retail prices, and no restriction on the size will be applied.

LIABILITY AND INSURANCE

The Exhibitor shall obtain and maintain at their own expense a comprehensive general liability and all risk property insurance policy acceptable to Greenband for the period commencing on the first move-in date and terminating on the last move-out date. The policy shall name Greenband and the premises owner of the show as additional insured and insure the exhibitor, Greenband, and the premises owner against all claims of any kind arising from or in any way, in whole or in part, connected with the exhibitor's presence or operations at the show. This insurance shall be primary and non-contributing and shall provide coverage of at least \$1,000,000 for each separate occurrence.

The Exhibitor is responsible to insure their 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 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 responsible for any facility damage you or your staff cause.

INFORMATION CENTER / WILL CALL

Exhibitors can leave Admit One tickets for their guests at the Information Center located in the lobby of hall 1 & 5. Instruct your guests to pick up their tickets at will call.

TICKET DISTRIBUTION

ADMIT ONE TICKETS

These passes are for your guests & customers. Additional admit one passes are available for \$7 each or \$6 each in packs of 25 or more*.

*No Refunds

EMAIL MARKETING

Encourage potential customers to visit **www.utahrvshow.com** to buy tickets online.

POSTERS

Please post these in your windows!

If you need additional posters call Greenband Enterprises: (801) 485-7399

LOGO

The logo will be on **greenband.com**, please use it on all of your advertising and post on your website.

EXHIBITOR WRISTBAND POLICIES

All exhibitors must submit their list of employees and manufacturing reps working the RV Show by January 30, 2023. Email the list to us, or fill out the form found **greenband.com/exhibitor-badges**

Exhibitor wristbands must be picked up at the show office (200A) during regular move-in times. During show hours, wristbands can be picked up at the will call booths in halls 1 & 5.

Exhibitor wristbands are to be used by salespeople working the show only. **Not to be used for friends, family or customers.** Use Admit One tickets.

- Exhibitor credentials will not be issued to any exhibitor unless the exhibitor is paid in full. (No exceptions will be made.)

- No one under the age of 18 will be issued an exhibitor credential.

- Only one pass may be picked up per person.

- Exhibitor wristbands are non-transferable. Name corrections can be made at the show office.

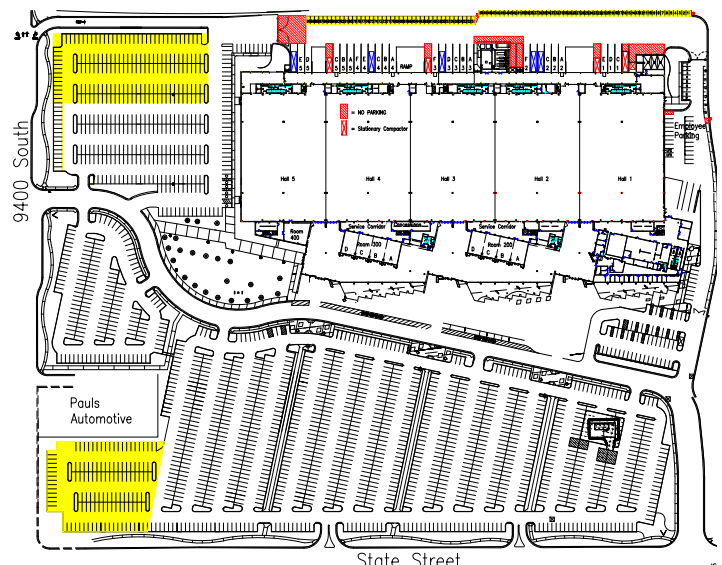
INTERNET / WIFI

Many exhibitors bring wireless hot-spots to avoid facility internet fees. Internet can be pre-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. **greenband.com/internet**

EXHIBITOR PARKING

- Parking at the Mountain America Expo Center is free, however we ask you to park in the exhibitor designated areas **only** (yellow areas on the map to the right).
- A parking space can either hold your car all day, or up to five or more of your customers cars!
- 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.
- Although parking is free, a show as large as the Utah RV Show will undoubtedly fill the parking lots to capacity. Please park in designated areas.

Thank you for your cooperation.



SHIPPING INFORMATION

To avoid extra expense, most exhibitors choose to deliver their displays / materials themselves on move-in days (page 6 for days / times).

REGULAR SHIPPING

If you can arrange with your shipper to deliver during normal move-in days when your staff is available to accept delivery, you may ship direct to yourself at the normal facility address at no additional expense (page 3 for address).

Be sure to include your full company name, exhibit space #, facility address, required delivery date, and phone number of staff to sign when shipping.

If your shipment arrives outside move-in dates / times or your staff is not on site to accept the shipment it will be refused.

ADVANCED SHIPMENTS & CONSIGNED SHIPMENTS

If you require advance shipments arriving before scheduled move-in days, or shipments requiring acceptance (shipments arriving when exhibitor or staff is not available to accept shipments), you must use the official show contractor, Modern Expositions, at additional expense.

Shipments of all cased, crated or packaged exhibit materials are received by Modern Expositions up to 30 days prior to event.

ADVANCE SHIPMENTS SHOULD BE RECEIVED AT LEAST ONE WEEK PRIOR TO MOVE-IN

Such materials consigned to Modern Expositions will be delivered to the show on scheduled move-in days.

EXHIBIT SPACE RATES DO NOT INCLUDE DRAYAGE CHARGES.

Contact Modern Expositions for current drayage prices. (801) 983-8160

ADVANCE SHIPMENTS MUST BE MARKED WITH THE INFORMATION BELOW:

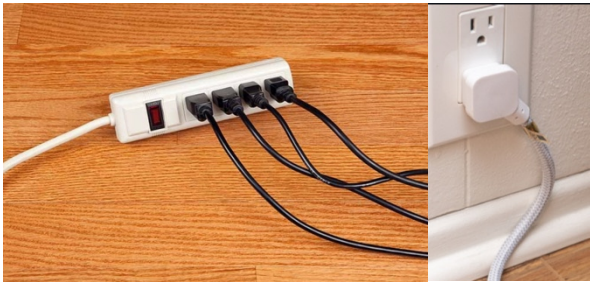
To Exhibitor: _____ Space #: _____

FOR: Utah Sportsman's Vacation & RV Show
Modern Expositions
3370 West 500 South
Salt Lake City, UT 84104

Sandy City Fire Department Electrical Guidelines Examples For The Mountain America Exposition Center



Proper Way To Use Your Surge Protector



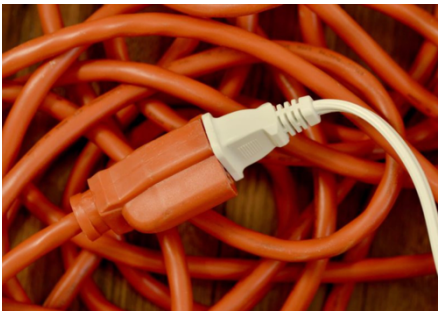
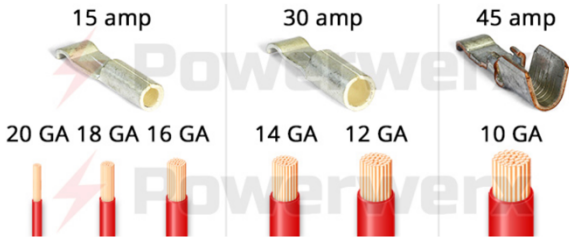
No Surge Protection

Approved Plug End With Ground



No Ground

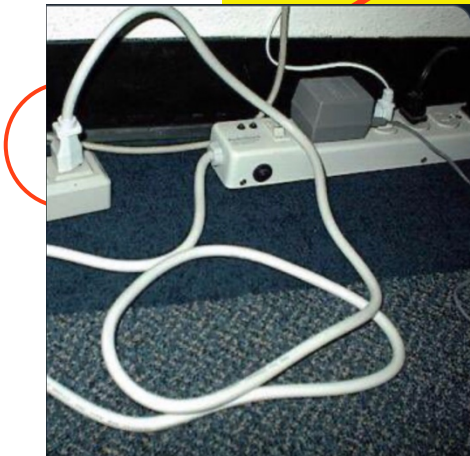
Know The Proper Size Power Supply For The Total Amps Used



NO Daisy Chaining Of: Power Cords,
Surge Protectors,
Or Outlet Splitters.



NO Homemade Power Splitters
Allowed EVER, For Any Reason.



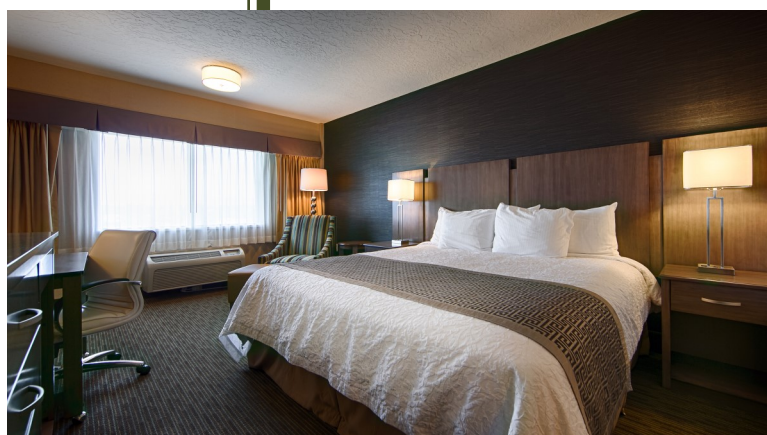
UTAH SPORTSMAN'S VACATION & RV SHOW

ACCOMMODATIONS & AMENITIES

- COMPLIMENTARY HOT BREAKFAST
- Indoor pool/ hot tub/ fitness center
- High speed wireless internet
- Mini refrigerator in every room
- Plenty of large vehicle/ bus parking
- 24 hr. laundry facilities
- We Care Clean program

SPECIAL RATE

YOUR CHOICE OF 1 KING SIZE BED
OR 2 QUEENS



**FEBRUARY
16-19
2023**

Mention:

RV Show Expo

when booking
over the phone at
801-523-8484



CottonTreeInn

Contact Angie Carnell
with any questions at
AngieC@bwcti.com

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 South Towne 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



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



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



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



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



Econo Lodge Inn
8955 South 255 West
Sandy, Utah 84070
(801) 255-4919



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



Best Western Plus
280 West 7200 South
Midvale, Utah 84047
(801) 566-4141



Ramada
12605 Minuteman Dr.
Draper, Utah 84020
(800) 922-5548



Super 8 Motel
10722 South 300 West
South Jordan, Utah
(801) 553-8888



Days Inn
7251 Cottonwood St.
Midvale, Utah 84047
(801) 566-677



Sleep Inn
10676 South 300 West
South Jordan, Utah
(801) 572-020



Motel 6
7263 S. Catalpa Road
Midvale, Utah 84047
(801) 561-0058



Country inn & Suites
10499 S. Jordan Gateway
South Jordan, Utah
(801) 553-1151

**LOOKING FOR
GIVEAWAY OR
PROMOTIONAL
ITEMS FOR
YOUR 2023
TRADESHOWS?**



30% OFF

**YOUR FIRST PROMOTIONAL
PRODUCTS ORDER WITH US**

USE CODE **GB2023** WHEN PLACING YOUR ORDER



Contact Ashton Sanford 801-796-1411 or ashton@gonotatek.com