

THE SOUTH TOWNE

**BRIDAL
SHOWCASE**

MOUNTAIN AMERICA EXPO CENTER

**EXHIBITOR MANUAL
IMPORTANT PLEASE READ**

**FEBRUARY 10, 2024
MOUNTAIN AMERICA EXPO CENTER
9575 SOUTH STATE STREET
SANDY, UTAH 84070**

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Drafted: 12/28/23

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CHECK LIST & DEADLINES

Return signed contract.

Exhibit space paid in full by **January 9th, 2024.**

Move-in times and show hours scheduled with your employees.

Fill out the Exhibitor Wristband Form with the names of employees expected to work the show. Individuals not officially submitted on the form will not receive official show credentials for admission.

<https://greenband.com/exhibitor-wristband/>

Signs: If you intend to use signs or banners, they must be professionally produced. No handwritten signs are allowed. Further, balloons, flags and blowups are not permitted. See page 5 for further information and page 10 for the contact information of Notatek, a professional sign production company.

You can bring your own carpet, chairs, tables, skirting and decor.

Pre-Order Discount Deadline: If needed, power, carpet, chairs, and skirting should be ordered from Modern Exposition by Friday, **January 26, 2024** to get the best price. Call (801) 983-8160.

*Service kit found at **greenband.com**

If needed, wired internet ordered from the facility by Thursday, **January 25, 2024** (paid WiFi available at facility, we recommend using your own hot spot if possible). **greenband.com/internet**

Exhibitor wristbands picked up during move-in and show days at the Show Office in Room 200A.

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

MOVE-IN CHART

MOVE-IN: FEB. 9TH

Friday: 11am-8pm

SHOW HOURS: FEB. 10

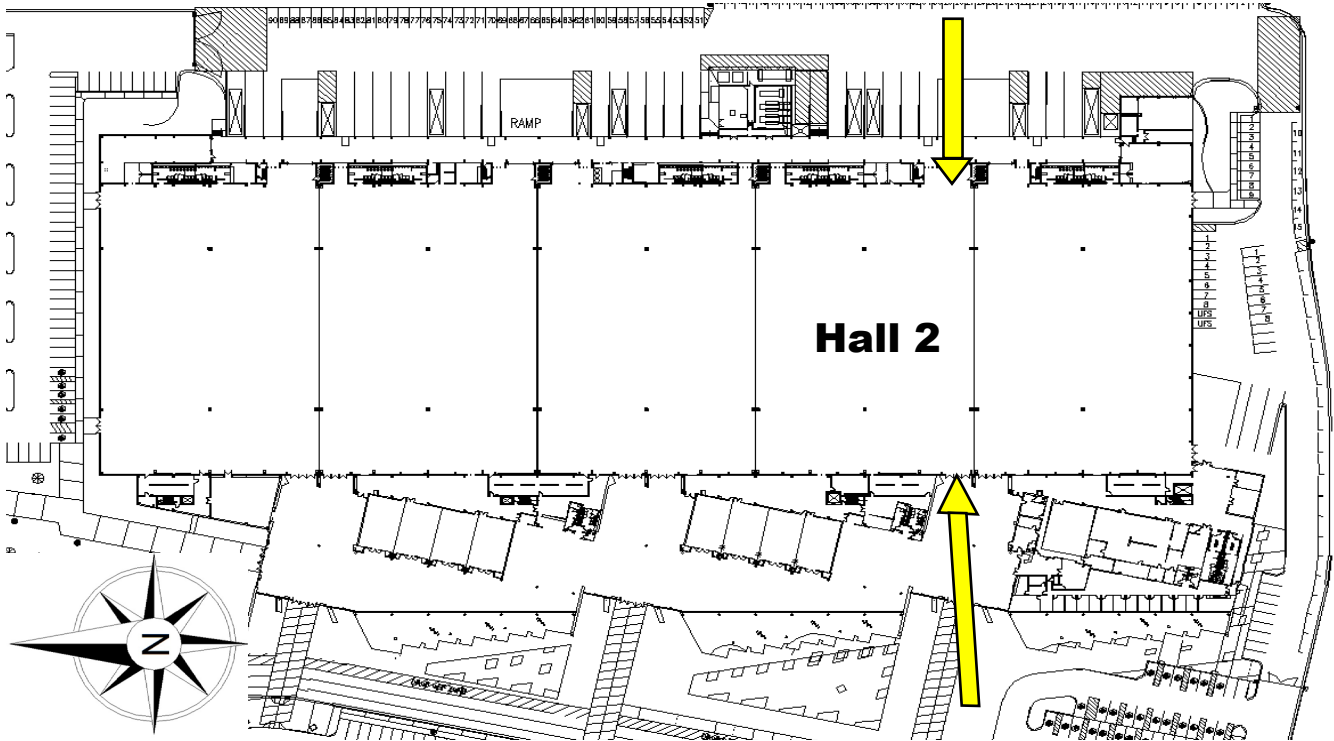
Saturday: 11am - 6pm

MOVE OUT: FEB. 10

Saturday: 6:15pm - 11:00pm

Must be moved out Saturday Night.

- All Exhibits must be paid in FULL with a Signed Contract before move-in. All exhibits must check-in with show office prior to move-in to confirm these requirements are met.
- All Exhibits must be setup by 10:00 AM on Saturday, February 10th.
- No move-out before 6:15pm Saturday, February 10th.



- 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 9th until 7pm.
- No vehicles drive in on Saturday, February 10th.
- **ALL EXHIBITS MUST BE REMOVED BY 11:00 PM SATURDAY, FEBRUARY 10TH.**

PARKING

- Exhibitors are asked to leave the closest parking to their customers.
- 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.

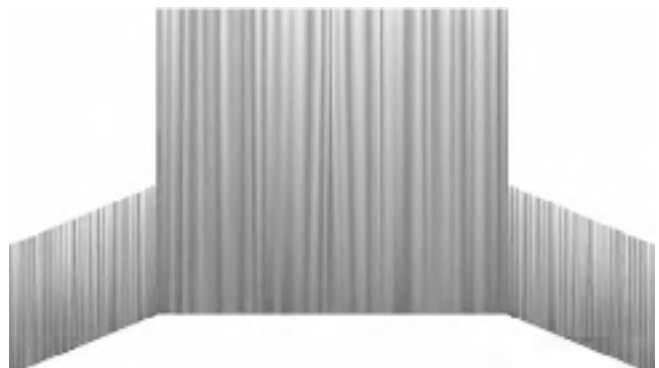
RULES, REGULATIONS & BOOTH INFORMATION

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 balloons, blimps or flags allowed.
- No cut evergreen trees unless treated.
- No straw bales.
- **The Expo Center is not carpeted.** You are required to have flooring in your space. You may bring your own flooring, or order carpet from Modern Expositions.
- No booths 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.
- All materials used in exhibits must be fire retardant.
- Exhibitor is responsible for any facility damage your staff or outside contractors create.
- **Early move-out is strictly prohibited.**

ITEMS INCLUDED WITH BOOTH

- **8' HIGH BACK DRAPE - BLACK**
- **3' HIGH SIDE DRAPES - BLACK**



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

THE DAVE BAKER GROUP

Graphic Design:

Dave Baker

Tel: (801) 557-1868

Bakergroup Utah@gmail.com

CENTERPLATE, A SODEXO COMPANY

Facility Concessions & Catering

Cassidy.Kummer@sodexo.com

Tel: (385) 775-9939

[Outside Food & Beverage Sampling Approval & Waiver](#)

MOUNTAIN AMERICA EXPO CENTER

Show Facility:

9575 South State Street

Sandy, Utah 84070

Tel: (385) 468-2260

Telephone/Internet, Gas, Water:

Darren Satterwith: (385) 468-2284

Darrens@mountainamericaexpo.com

NOTATEK

Professional Signs:

1584 South 580 East

American Fork, Utah 84006

Tel: (801) 796-1411

Ashton@signcityonline.com

PERMITS & TAXES

UTAH STATE SALES TAX

Businesses selling tangible product at the show must apply for a Temporary Utah State Sales Tax Number. A representative from the State Tax Commission will come to the show to provide you a form to report sales tax.

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 the beverages are no larger than three (3) ounces.

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. The policy shall name SL County, MAEC, ASM Global, Greenband Ent. and its Officers, Agents and Employees as additional insureds and 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. 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 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.

INTERNET / WIFI

Many exhibitors bring 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. Visit **greenband.com/internet** or scan the QR code for direct access to the MAEC official order form.



SHIPPING INFORMATION

If you need materials shipped to the show, contact us for more information.

EXHIBITOR WRISTBANDS

- To receive wristbands, Exhibitors must be both paid in FULL & have a signed contract on file with show management.
 - Wristbands may be picked up at the show registration desk of the Official Show Office located in Room 400.
 - All names of people expected to work your booth must be submitted to receive official credentials. Submit all names using the Exhibitor Wristband Form.
 - All exhibitors are required to have an exhibitor wristband to enter the event.
 - One (1) exhibitor wristband admits one (1) exhibitor only.
- greenband.com/exhibitor-wristband/**

ADMIT ONE TICKETS

- Admit one tickets allow entry to the show for your special guests, customers, friends and family.
- Additional Admit One tickets are available for purchase - \$4.00 each.



SOCIAL MEDIA / SHOW LOGO

- The show logo/banner will be on **greenband.com**, please use it on your website!
 - We encourage all exhibitors to send a special invite to their customers VIA Email, Blog, or Social Media.
- Send them to **www.slcbbridalshowcase.com** for a discount coupon

41ST SOUTH TOWNE BRIDAL SHOWCASE

ACCOMMODATIONS & AMENITIES

- Complimentary hot breakfast
- Indoor pool, hot tub and fitness center
- High speed wireless internet
- Plenty of large vehicle/ bus parking
- 24 hr. laundry facilities

SPECIAL GROUP RATE

YOUR CHOICE OF 1 KING
SIZE BED OR 2 QUEENS



FEBRUARY 10, 2024

Mention:

Bridal Showcase

when booking
over the phone at
801-523-8484 or
Book Online

 **Best
Western
PLUS**
CottonTreeInn 

Contact Kris Larson
with any questions at
krisl@cottontreemanagement.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 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



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



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



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



Super 8 Motel
10722 South 300 West
South Jordan, Utah 84095
(801) 553-8888



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



Sleep Inn
10676 South 300 West
South Jordan, Utah 84095
(801) 572-2020



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



The Grand America Hotel
555 Main St
Salt Lake City, UT 84111
(801) 258-6000

**LOOKING FOR
GIVEAWAY OR
PROMOTIONAL
ITEMS FOR
YOUR 2024
TRADESHOWS?**



30% OFF YOUR FIRST PROMOTIONAL
PRODUCTS ORDER WITH US
USE CODE **GB2024** WHEN PLACING YOUR ORDER



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