

THE ORIGINAL: SINCE 1983

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# BRIDAL SHOWCASE

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MOUNTAIN AMERICA EXPO CENTER

EXHIBITOR MANUAL  
IMPORTANT PLEASE READ

**JANUARY 6TH, 2024**  
**MOUNTAIN AMERICA EXPO CENTER**  
**9575 SOUTH STATE STREET**  
**SANDY, UTAH 84070**

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**[www.slcbbridalshowcase.com](http://www.slcbbridalshowcase.com) or [greenband.com](http://greenband.com)**

Drafted: 12/28/2023

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# CHECK LIST & DEADLINES

Return signed contract.

Exhibit space paid in full by **December 5th, 2023**.

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, **December 15, 2023** to get the best price. Call (801) 983-8160.

\*Service kit found at [greenband.com](https://greenband.com)

If needed, wired internet ordered from the facility by **December 15, 2023** (paid WiFi available at facility, we recommend using your own hot spot if possible). [greenband.com/internet](https://greenband.com/internet)

Exhibitor wristbands picked up during move-in and show days at the Show Office in Room 400.

Information can be found by calling Greenband Enterprises.  
(801) 485-7399 or at [greenband.com](https://greenband.com)

# MOVE-IN CHART

## MOVE-IN: JAN. 5

Friday: 11am-8pm

## SHOW HOURS: JAN. 6

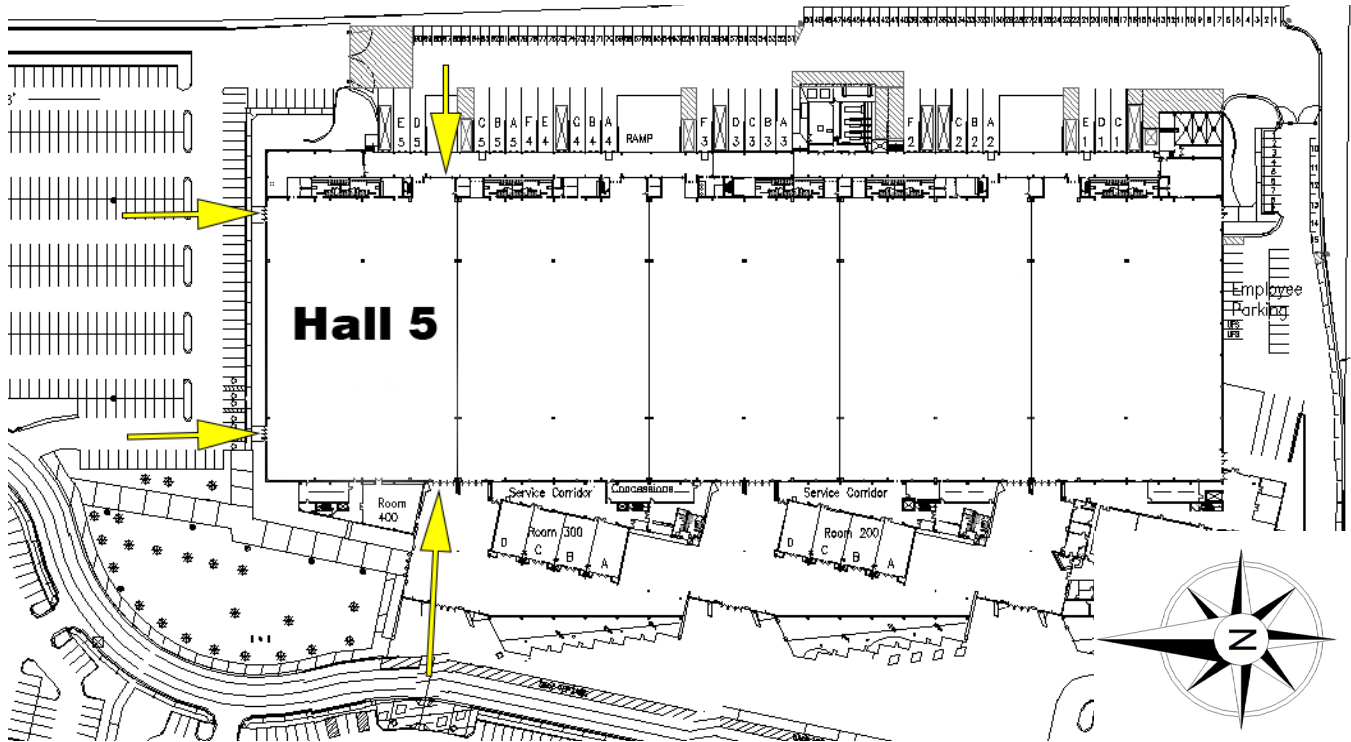
Saturday: 11am - 6pm

## MOVE OUT: JAN. 6

Saturday: 6:15pm - 11:00pm

Must be moved out Saturday Night.

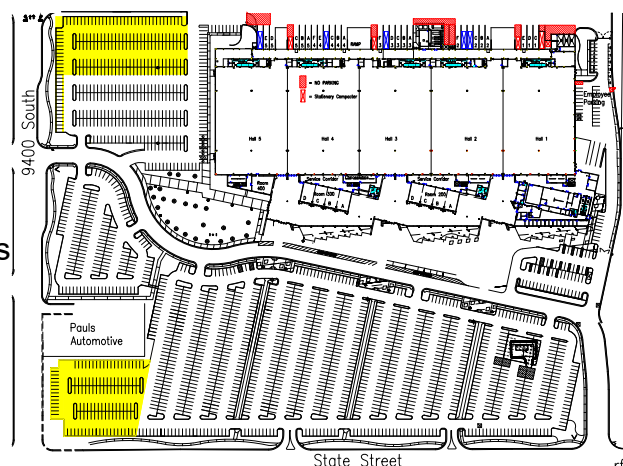
- All Exhibits must be paid in **FULL** with a **Signed Contract** before move-in. All exhibits must check-in with show office prior to move-in to confirm these requirements are met.
- All Exhibits must be setup by 10:00 AM on Saturday, January 6th.
- **No move-out before 6:15pm** Saturday, January 6th.



- There are three move-in entrances:
  1. North side of building through side doors.
  2. West side of building, glass doors.
  3. East side (back) of the building, Dock Door 5.
- Earlier move-in will ensure easier access
- You can drive your vehicle into hall 5 for move-in on Friday, January 5th until 7pm.
- No vehicles drive in on Friday, January 6th
- **ALL EXHIBITS MUST BE REMOVED BY 11:00 PM SATURDAY, JANUARY 6TH.**

## PARKING

- Exhibitors are asked to park in the North-West and North-East sections of the parking lot (yellow areas on the map).
- 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@putah@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.
- All names of people expected to work your booth must be submitted to receive official credentials. Submit all names using the Exhibitor Wristband Form. [greenband.com/exhibitor-wristband/](http://greenband.com/exhibitor-wristband/)
- Wristbands may be picked up at the show registration desk of the Official Show Office located in Room 400.
- All exhibitors are required to have an exhibitor wristband to enter the event.
- One (1) exhibitor wristband admits one (1) exhibitor only.

## 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.slcbridalshowcase.com** for a discount coupon

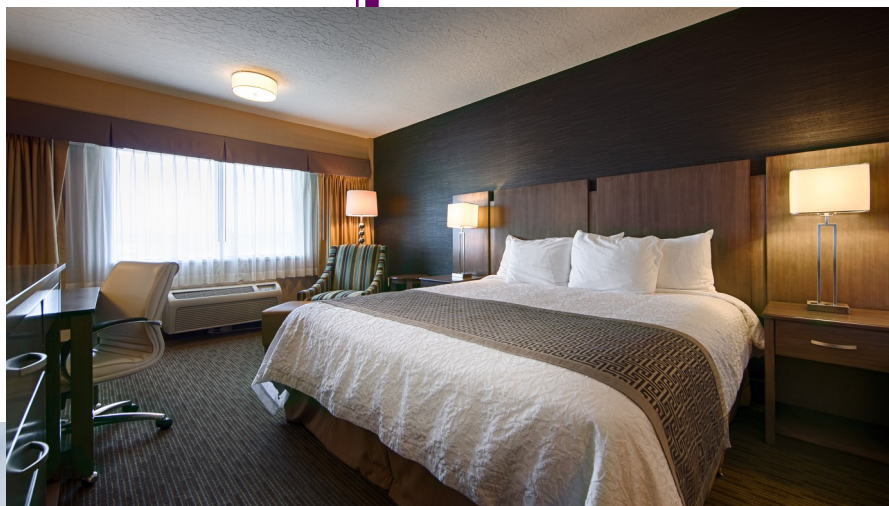
# 41ST BRIDAL SHOWCASE

## 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**



**January  
6, 2024**

**Mention:**

**Bridal Showcase**

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



**Best  
Western  
PLUS<sup>®</sup>**  
**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](mailto:ashton@gonotatek.com)**