SINCE 1965: THE UTAH



UTAH'S OUTDOOR EXPO

EXHIBITOR MANUAL IMPORTANT PLEASE READ

FEBRUARY 13-16, 2025 MOUNTAIN AMERICA EXPO CENTER 9575 SOUTH STATE STREET **SANDY, UTAH 84070**

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> **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: 04/18/24

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DEADLINES / CHECK LIST

Returned signed contract with deposit.

Exhibit space paid in full by January 13, 2025.

Schedule employees for show move-in and show hours. Review move-in schedule, show hours, and policies with employees.

Submit a list of all employees that will work the show by **February 3rd, 2025**. After which, only Factory Reps may be added only by the owner or General Manger. For your workers to receive credentials, complete this form **https://greenband.com/exhibitor-wristband/** or e-mail your list to **Matt@ Greenband.com**. Each exhibitor and exhibitor employee must pick up their own wristbands at the show office (Room 200A) before opening day. After which, wristbands may be picked up at the will call desks found in the North and South lobbies during show days. Please note, Exhibitor's must have a signed contract on file and have paid their show fees in full to receive an exhibitor wristband. No Exceptions will be made. Please review page 10 for the show's exhibitor wristband policies.

Confirm acquisition of show insurance that is primary, non-contributing, and provides coverage of at least\$1,000,000foreachseparateoccurrence. Provide Greenband Enterprises with the corresponding comprehensive general liability and all risk Insurance Certificate. See Page 9 for further information.

Professional signs and banners only. If you intend to use signs or banners, they must be professionally produced. No hand written signs, balloons, flags, or blow-ups are allowed. See page 8 for further information and page 16 for contact information for Notatek Sign Company.

Water and gas may be ordered the day of the show, but it you would like to reserve in advance, call 385-468-2260.

If desired, decking, risers and steps must be ordered in advance from third party providers in order to secure availability. See page 13 for options.

Paid wired internet or WIFI must be ordered from the MAEC facility. We recommend ordering at least a week in advance to avoid any potential show day backlog. For facility internet, contact Darren Satterwith at darrens@mountianamericaexpocenter.com or by phone at 385-468-2284. See **greenband.com/internet** for facility form. Alternatively, we recommend using your own hot spot if available.

Electricity, carpet, chairs, tables, and shipping should be ordered from Modern Expositions by Friday, January 31, 2025. Call 801-983-8160 to order any of the above services. A Service kit covering all the above may be found on **greenband.com** Orders must be received and paid in full before January 31, 2025 to receive discounted pricing. *Dealers: Make sure you have submitted your custom Electric Drop Diagram to Modern Expo with your electricity request. (See page 6 for more details).

The first day of advanced freight delivery to Modern Expo's warehouse is **January 13, 2025**. Advance shipments must arrive to warehouse by **February 11, 2025** or late fees may apply. Direct to show shipments may begin to arrive at exhibit facility **February 12, 2025**. Ensure that any shipment is directed specifically to your exhibit space only.

Wash off your vehicles and/or trailers before arriving to the MAEC 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 that no water goes down the storm drain and into our water source.
- Use only water. No soap, detergents, or chemicals will be permitted.
- Minimize your water use an clean up any excess water.

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

SHOW HOURS FEBRUARY 13-16, 2025

THURSDAY, Feb 13th:	2 pm - 9 pm
FRIDAY, Feb 14th:	Noon - 10 pm
SATURDAY, Feb 15th:	11 am - 9 pm
SUNDAY Feb 16th	11 am - 6 pm

EXHIBITOR ENTRANCES

Exhibitors may enter the show at either main entrance of the North or South Lobby. RV Dealer's may also access their hall space through Docks 2 & 4 in the back of the building. Please note, all exhibitors must present their official exhibitor wristband to enter the facility. If an exhibitor has lost their wristband, it may be replaced in the show office. If it was torn off or damaged, please present it to the show office for replacement. For more information, see "Exhibitor Wristband Polices," on page 10.

MOVE-IN

- All exhibitors must check in with the Show Office (200A) for permission to formally move-in.
- Plan on moving in according to the assigned times listed on the official move-in chart, see page 7.
- All exhibits must be completely moved in by noon on Thursday, February 13, 2025.
- Bring your own roll carts if needed. There are no carts available at the facility.
- **Booth Vendors** must check in with the show office to confirm the location of their assigned space. For move-in and move-out, vendors will be allowed to position their vehicles outside of the glass lobby doors to ease their move-in and move-out process.
- All lobby vehicles & exhibits requiring special access through the exhibit halls must be moved in by Monday, February 10th, 2025.
- RV Dealers please refer to pages 5 and 6 for further Move-in information and policies.
- Please remember, storing trailers in the MAEC parking lots or behind the docks during the show dates is strictly prohibited. Please see show management for exceptions.

MOVE-OUT

- As advertised to the public! All exhibits must be intact, staffed and open until 6pm Sunday.
- Lobby spaces begin move out Sunday at 6:15pm through West Glass Doors. Vehicles must be out by Monday at noon.
- Please keep displays OFF the aisle carpet.
- 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
- No vehicles will be allowed to enter until the aisle carpet has been removed.

All exhibits must be out of the building by 4pm Monday, February 17th.

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.**

MARSHALING INFORMATION

Marshal in yellow areas only



VEHICLE WASHING COMPLIANCE POLICY

The Salt Lake County Sanitation & Safety Bureau has promulgated new storm drain regulations intended to mitigate polluted water from entering public storm drains. In order to stay compliant with these new regulations while washing vehicles in the MAEC parking lot, Vehicle Dealers must adhere to the following:

- 1. Cover the closest storm drain with a tarp and use a Straw Wattle or similar product around it so that no water enters the storm drain. (See examples below. Tarp and Straw Wattles acquired at Home Depot.)
- 2.Use only water. No Soap, detergents or chemicals may be used. Please minimize the water used.
- 3. Clean up any excess water when finished.





VEHICLES IN EXHIBITS

(The following Information pertains to RV Dealers and Exhibitors with vehicles)

- 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.
- All electrical panels shall be free of obstructions up to 3' in all directions.
- Minimum of a 6' aisle between any stairs or slide-outs inside your bulk space, (In the aisles created in your space).
- Turn off all appliances.

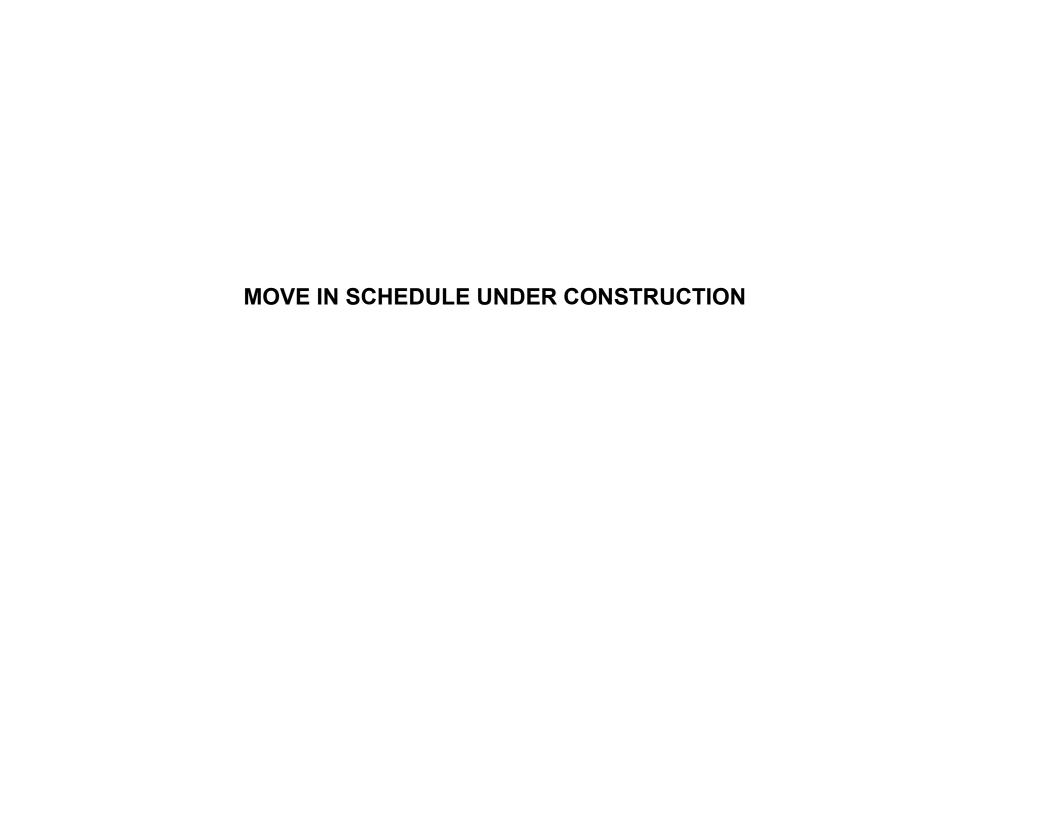
- No RVs may block exit doors, or pillars with fire extinguishers or alarms.
- •To avoid disruption during move-in, please plan your space accordingly.
- Dearlers must keep canopies, slide-outs and stairs out of aisle space.
- No corralling. Every space must have a minimum of (4) 6' exits and/or entrances.

VEHICLE DEALER INFORMATION

- Bulk exhibit space is offered to RV dealers at bulk rates for the display of new RV and trailers only.
- All Dealers must submit an "Exhibit A" to be approved by show management.
- Accessories, Used RV or used trailers, or sale boards advertising the sale of used units are not allowed in bulk spaces. (Bulk space exhibitors must have a separate accessory exhibit space for any othe rproducts.)
- 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.
- An official off-site sales permit must be obtained by each dealer. See page 9 for details.
- Order electricity from Modern Expo by January 13, 2025 to ensure confirmation of your specifications as well as compliance with city ordinances in time for start of show. Make sure to include in your order request, the custom Electrical Drop Diagram derived from the CAD drawing which we have provided to you.

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.



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:

GENERALLY

- All Exhibitors must check in with the Show Office at 200A prior to Move-In.
- All contracts must be signed before Move-In.
- All accounts must be paid in full before move-in.
- Off-site insurance is required. Certificate must be on file with Greenband Enterprises. Please refer to page 9 for further details.
- Early move-out is strictly prohibited. Violators will be assessed a \$200 fine.
- All exhibits must be staffed at all times during the show hours, from open to close.
- Exhibit staff with wristbands will be allowed to enter the facility one hour earlier than the published show hours, and may remain one half hour after closing in order to tidy up their exhibitor space.

PHYSICALLY

- Booth sharing between companies is strictly prohibited. All exhibit booths are exclusive to the sole company and products contracted only.
- 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.
- Exhibitor's are solely responsible for any facility damage your staff or outside contractors create.
- All constructed structures <u>must</u> be supported by a minimum of three legs or tethered to the ceiling using a safety cable.

BOOTH VENDORS SPECIFICALLY

All Accessory Booths will receive the following:

- 8' High back drape Black
- 3' High side drapes Black
- **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.

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.

VISUALLY

- All floors must be covered and all tables must be skirted.
- Rotating, flashing, strobe or projection lights are not permitted.
- Flags, balloons, blimps, or inflatable objects are NOT allowed.
- All tents must be approved by show management
- For tents larger than 10x20 ft, the MAEC facility requires FIRE WATCH at \$30 and hour.
- No paper banners or paper signs allowed. All signs must be professionally produced.
- No straw bales, cornstalks, evergreen trees or dried trees allowed.

CATERING & CONCESSIONS

- Centerplate, MAEC's contracted caterer holds the exclusive right to provide food services for the facility. Vendors CAN NOT provide food or drink to customers. Vendors providing samples of their product are limited to 3 oz containers only.
- No food or beverage of any kind may be brought or delivered into the building or to the exterior grounds, parking lots, docks, truck docks, and drives, which constitute the "premises." (MAEC Rules)

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.

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

Show Program & Graphic Design:

Dave Baker

Tel: (801) 557-1868

Bakergrouputah@gmail.com

CENTERPLATE. A SODEXO COMPANY

Facilty Concessions & Catering Cassidy.Kummer@sodexo.com

Tel: (385) 775-9939

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

Outside Food & Beverage Sampling Approval & Waiver

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.

DEALER OFF-SITE SALES PERMIT

Visit **www.mved.utah.gov** and find aTC-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 three (3) 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 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 isurance 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 solely responsible for any and all facility damage, caused either directly or indirectly, by you, your staff, or any contractor you hire or is hired on your behalf to do work for you inside your space.

INFORMATION CENTER / WILL CALL

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

TICKET DISTRIBUTION

EXHIBITOR TICKETS

All exhibitors will receive tickets in the mail as part of their exhibitor package. However, no tickets will be issued without a signed contract and 50% deposit received.

EMAIL MARKETING

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

ADMIT ONE TICKETS

These passes are for your guests, family & customers. Additional admit one passes are available for \$8 each or \$7 each in packs of 25 or more*.

*No Refunds

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 factory reps expected to work/attend the RV Show by February 3rd, 2025. This is a hard deadline. After which, only Factory Reps may be added and only by the Owner or General Manager. Everyone else you add after this date will require a ticket. Please submit your list at **greenband.com/exhibitor-wristband/** or via E-mail to Matt@greenband.com.
- Exhibitor wristbands will not be issued to any exhibitor unless the exhibitor is paid in full. (No exceptions will be made.)
- Only one wristband may be picked up per person.

- Exhibitor wristbands are only for use by salespeople working the show. They are not to be used for friends, family, children or customers. Please use Admit One Tickets, as noted above, for family and friends.
- No one under the age of 18 will be issued an exhibitor wristband.
- 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 located in Halls 1 & 5.
- Exhibitor wristbands are non-transferable. Name corrections can be made at the show office.

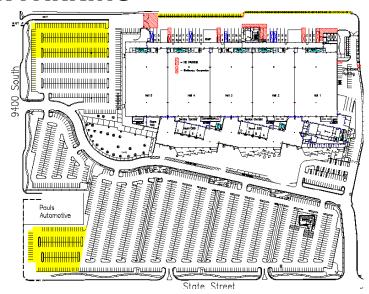
INTERNET / WIFI

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. contact Darren Satterwith at darrens@mountianamericaexpocenter.com or by phone at 385-468-2284. See **greenband.com/internet** for facility form.

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 in the main lot can either hold your car all day, or five or more of your customer's 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 S Modern Expositions 3370 West 500 South Salt Lake City, UT 84104	Show

EVENT TECHNOLOGY SERVICES

INTERNET, TELEPHONE COMPRESSED AIR, WATER/DRAIN, NATURAL GAS



Internet: Wired Internet: Wi-Fi Telephone

Note: MAEC Premium WiFi service does not need to be ordered on the order form. Just connect to the network and open your browser. You will be redirected to a portal where you can set up an account and purchase the service.



Compressed Air Water Fill & Empty Water Connection Floor Drain Natural Gas

- For support on existing orders, or questions about our services, call us at **385-468-2284**.
- To place a new order, use the QR codes to access our onsite order forms or call us and we will bring an order form to you.

(385) 468-2284

facilityservices@mountainamericaexpo.com www.mountainamericaexpo.com





DECKING AND RISER RENTAL

Below is the Contact Information for two different quality Icoal providers of decking and risers.



TAYLOR AUDIO & VISUAL

Stage Decking, Risers, And Audio/Visual Rental 12960 South Redwood Rd Riverton, UT 8406

Tel: (801) 520-1699 Max@TaylorAV.com

UPSTAGE RENTALS



I understand that you are in need of stage decks for the upcoming Boat Show at the Mountain America Expo Center. Upstage is based out of Salt Lake City and we have decks available to help you with your space. Not only do we have the decks, but as the largest labor provider in the state for the industry we have the manpower to get your space set up quickly and efficiently so you can start backing boats!

I would love the chance to talk with you and customize a plan to make this a smooth transition.

Please contact me at: Burke Burkhardt Upstage Companies V.P 1442 s 700 w Salt lake City, UT 84104 O. 801779-3030

C. 334-796-1913 (preferred method of contact) burke@upstagecompanies.com

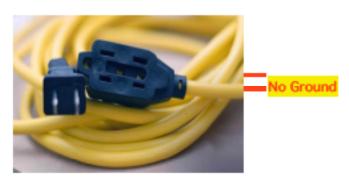


P.S. On top of stage decks we are a full service AV company and can help you with lighting, audio, video, special effects (CO2, sparks, fog, bubbles...) and even TV's on stands up to 80".

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







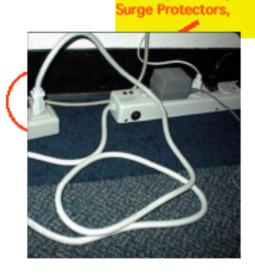




NO Daisy Chaining Of:



NO Homemade Power Splitters Allowed EVER, For Any Reason.





Power Cords,

UTAH SPORTSMAN'S VACATION & BV SHOW

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

FEBRUARY 15-18, 2024

Mention:

RV Show Expo

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

Book Online

SPECIAL GROUP RATE

YOUR CHOICE OF I KING SIZE BED OR 2 QUEENS





.com

Best Western Plus CottonTree Inn

(801) 523-8484

10695 South Auto Mall Drive

Sandy, UT 84070

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