

THE SOUTH TOWNE

**BRIDAL
SHOWCASE**

MOUNTAIN AMERICA EXPO CENTER

**EXHIBITOR MANUAL
IMPORTANT PLEASE READ**

**FEBRUARY 8, 2025
MOUNTAIN AMERICA EXPO CENTER
9575 SOUTH STATE STREET
SANDY, UTAH 84070**

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www.slcbbridalshowcase.com or greenband.com

Drafted: 10/09/2024

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CHECK LIST & DEADLINES

- Return signed contract.
- Exhibit space paid in full by **January 7th, 2025.**
- Move-in times and show hours scheduled with your employees.
- Fill out the Exhibitor Badge 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/>
- Confirm acquisition of show insurance that is primary and noncontributing and provides coverage of at least \$1,000,000 for each separate occurrence. Provide Greenband Enterprises with the corresponding comprehensive general liability and all risk *Insurance Certificate*. See Page 7 for further information.
- 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 12 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 24th, 2025** to get the best price. Call (801) 983-8160.
*Service kit found at greenband.com
- First day advanced freight delivery to Modern Expo's Warehouse is January 6th, 2025. Advance shipments must arrive to warehouse by February 6th, 2025 or a late fee may apply. Direct to Show shipments may begin to arrive at exhibit facility February 7, 2025.
- If needed, order wired internet from the facility by Tuesday, January 14th, 2025 (see page 5 for further details; we recommend using your own hot spot if possible.)
- Exhibitor Badges picked up during move-in and show day at the Show Office in Room 400.

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

MOVE-IN CHART

MOVE-IN: FEB. 7TH

Friday: 11am-8pm

SHOW HOURS: FEB. 8TH

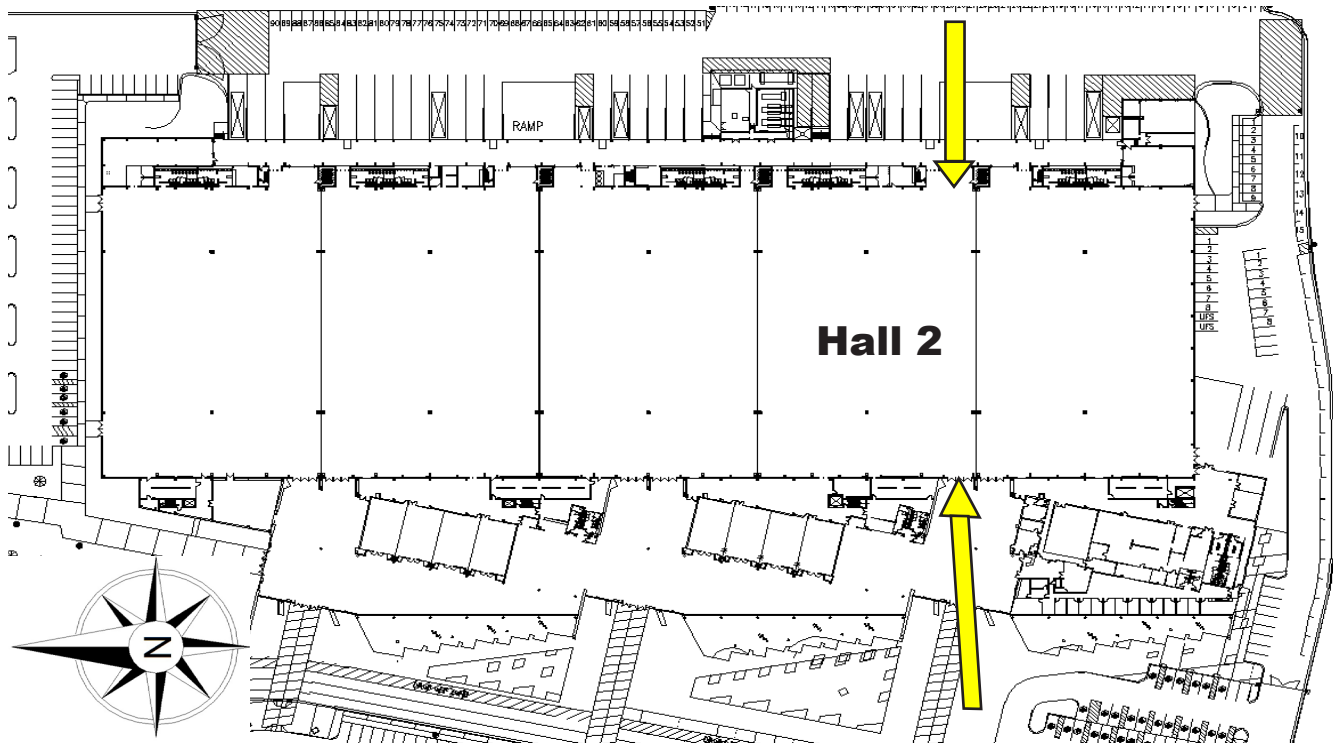
Saturday: 11am - 6pm

MOVE OUT: FEB. 8TH

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 8th.
- **No move-out before 6:15pm** Saturday, February 8th.



- 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 7th until 6pm.
- No vehicles drive in on Saturday, February 8th.
- **ALL EXHIBITS MUST BE REMOVED BY 11:00 PM SATURDAY, FEBRUARY 8TH.**

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 may 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.** 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.
- 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.**

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.

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:
9575 South State Street
Sandy, Utah 84070
Tel: (385) 468-2260
Telephone/Internet, Gas, Water:
Darren Satterwith: (385) 468-2284
Darrens@mountainamericaexpo.com

SODEXO LIVE!

Facility Concessions & Catering: Alisi Kaihau
Tel: (385) 301-2780
Alisi.Kaihau@sodexo.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.

EXHIBITOR BADGES

• **To receive badges, Exhibitors must be:**

1. Paid in **FULL**; &
2. Have a **signed contract** on file with the show office; &
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.

- The names of all the people expected to work your booth must be submitted in order for them to receive official credentials. Submit all names using the Exhibitor Badge Form.

greenband.com/exhibitor-wristband/

- All exhibitors are required to have an exhibitor badge to enter the event and may be picked up at the Official Show Office.
- One (1) exhibitor Badge admits one (1) exhibitor only.

VIP TICKETS

- Exclusive Admit One VIP tickets are available for Exhibitors to distribute to family, friends, clients and special guests. These are also a great marketing tool on social media. To claim your VIP tickets, contact Greenband Enterprises for your personalized, free online ticket digital code.

SOCIAL MEDIA / SHOW LOGO

- The official show logo/banner is available to be download on www.greenband.com for your marketing use.
- We encourage all exhibitors to send a special invite to their customers via Email, Blog, or Social Media with your code for a free ticket.

Certificate of Insurance Liability

In order 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 Insurance Liability (“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: ShowInfo@Greenband.com

1. What is a COI? A Certificate of Insurance Liability is a document provided by your insurance carrier which represents that you have acquired liability insurance and the specifics of that 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, this 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.
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: Salt Lake County, Mountain America Expo Center, ASM Global, Greenband Enterprises LLC, and its Officers, Agents and Employees as additional insureds.
6. Certificate Holder: Greenband Enterprises, LLC should be listed as the appropriate Certificate Holder.
7. For further information, please refer to the below as taken from your Exhibitor Manual:

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.

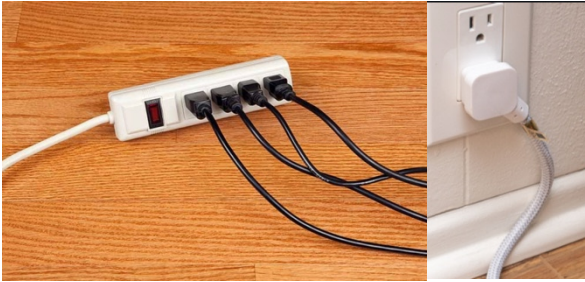
Neither Greenband nor the facility will assume liability for loss or damage, through any cause, of equipment, products, goods, exhibits or other materials owned, rented or leased by the Exhibitor.

Exhibitor is responsible for any facility damage you or your staff cause.

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



Proper Way To Use Your Surge Protector



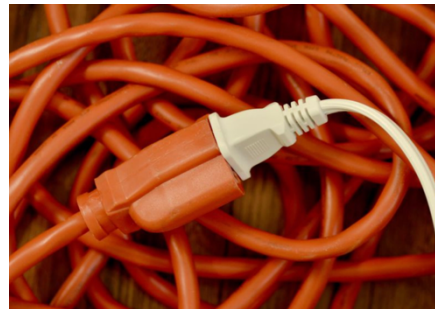
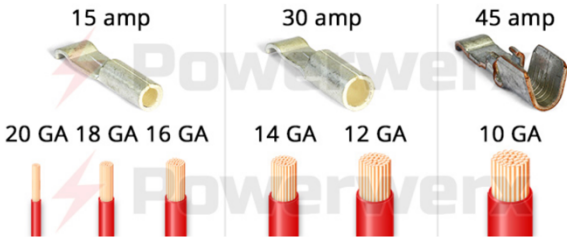
No Surge Protection

Approved Plug End With Ground



No Ground

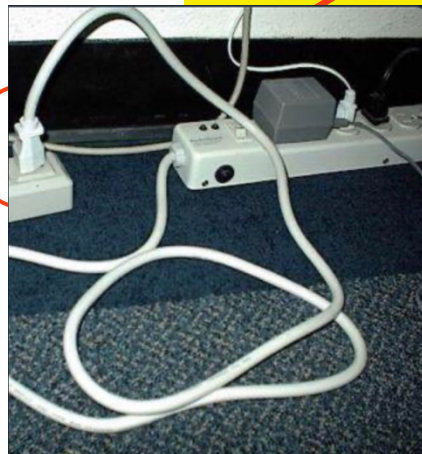
Know The Proper Size Power Supply For The Total Amps Used



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



NO Homemade Power Splitters Allowed EVER, For Any Reason.



Battery Powered Electric Outlets (BPEO)

SMG 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 SMG 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

Show management is responsible for enforcing this policy. Refer to the images below for examples of permitted and prohibited equipment at the venue.



42ND 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 OF \$112

**YOUR CHOICE OF 1 KING
SIZE BED OR 2 QUEENS**



FEBRUARY 8, 2025

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
kris@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 2025
TRADESHOWS?**



25% OFF

**YOUR FIRST PROMOTIONAL
PRODUCTS ORDER WITH US**

USE CODE **GB2025** WHEN PLACING YOUR ORDER



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