

July 31, 2019

Re: UASD Convention
November 6 - 8, 2019

Dear [:

As an Associate Member of the Utah Association of Special Districts and a member of the Board of Directors, let me express our appreciation for your past support of the UASD and their annual convention.

We are planning ahead to determine the level of interest in exhibit space for the 2019 – 31st annual convention, and would ask that you please RSVP at your earliest convenience (no later than August 31, 2019) by completing and mailing the enclosed registration form, along with your exhibitor fee (see attached payment authorization form), to Karla Thomas at the address provided. Exhibitors may participate at one of three levels: Platinum, Gold or Silver. Please refer to the enclosed matrix and policy narrative for additional benefits of registering at one of these sponsorship levels.

Vendor registration and set-up will be Wednesday morning from 8:00 to 10:30 am and breakdown will be at 5:00 p.m. Thursday afternoon following the last drawing. Vendors are welcome at the breakfast on Friday morning. Also, the convention will be held this year at the *Davis Conference Center*.

See the attached narrative for additional information regarding requests for booth location. E-mail or faxes will also be accepted to determine priority for booth preference, providing that payment has been received.

Once again, thank you for your past support of the Association and its annual convention. Should you have any questions or comments, please don't hesitate to call either me or Karla Thomas.

Sincerely,



David Robertson



**UTAH ASSOCIATION OF SPECIAL DISTRICTS
31TH ANNUAL CONVENTION**

NOVEMBER 6-8, 2019

**DAVIS CONFERENCE CENTER
1651 NORTH 700 WEST
LAYTON, UTAH**

ASSOCIATE MEMBER EXHIBITOR CONFIRMATION FORM:

Exhibit Days: Wednesday & Thursday, November 6-7, 2019
Exhibit Set-up: Wednesday 8:00 a.m. to 10:30 a.m.
Exhibits open: Wednesday 11:00 a.m.
Exhibit Take-down: Thursday 5:00 p.m. after prize drawing

Organization: _____

Address: _____

Sponsorship Level: **Silver (\$600)** **Gold (\$1,000)** **Platinum (\$1,500)**

Contact Name: _____ **Attendee #1:** _____

Phone: _____ **Attendee #2:** _____

Fax: _____ **Attendee #3:** _____ (Gold/Platinum Sponsors)

E-mail: _____ **Attendee #4:** _____ (Platinum Sponsors)

Thursday Breakfast Count: _____

Booth # Preference (top 3): _____ **Thursday Lunch Count:** _____

Friday Breakfast Count: _____

PLEASE MAIL COMPLETED CONFIRMATION FORM AND THE APPROPRIATE EXHIBITOR SPONSORSHIP FEE TO:

**(CHECK MADE PAYABLE TO: UTAH ASSOCIATION OF SPECIAL DISTRICTS
OR PAYMENT BY CREDIT CARD USING ENCLOSED FORM)**

Lewis Young Robertson & Burningham, Inc.

Attn: Karla Thomas

41 N. Rio Grande, Suite 101

Salt Lake City, Utah 84101

Telephone: (801) 596-0700 / Fax: (801) 596-2800 / E-mail: karla@lewisyoung.com

***REQUESTS REGARDING BOOTH LOCATION WILL BE DETERMINED BASED UPON THE ATTACHED CRITERIA.**



UASD Convention Exhibitor Policy

The Board of Directors of the Utah Association of Special Districts desires to provide a consistent and effective experience for all vendors and event sponsors at its annual convention. The UASD appreciates the participation of vendors and sponsors and the significant contribution you make to the success of the convention.

The involvement and cooperation of all vendors and sponsors is necessary to insure every participant has equal access and exposure to clients and customers. In order to achieve this goal, the UASD respectfully asks that all vendors and sponsors of events abide by the following:

General Policy

- 1- Only a UASD Associate Member is eligible to be an exhibitor at the UASD annual convention.
- 2- The cost of internet service and electricity etc. are discretionary. All registered vendors may arrange for these services directly through the convention center.

Sponsorship

- 1- There are three levels of sponsorship, silver, gold, and platinum.
 - Silver- \$600 exhibiting fee
 - Gold - \$1,000 exhibiting fee
 - Platinum - \$1,500 exhibiting fee

(Event sponsorships are included in the cost of Platinum and Gold exhibitor sponsorship. Please see attached matrix for additional benefits and explanation of event sponsorships)
- 2- A prior-year sponsor of an event will be extended the first right to request sponsorship of the same event or item at the following year's convention.
- 3- Other than provided in item 2, sponsorships will be available on a first-come first-serve basis.
 - a. First come, first serve is defined as:
 - i. Associate Membership dues have been received by the UASD.
 - ii. Exhibitor fees have been received by the UASD.
 - iii. The exhibitor registration packet has been completed and returned to the UASD.
- 4- For sponsors of events – breakfast, lunch and dinner – you may take a minute at the podium to introduce the name of your company, yourself and staff members in attendance.

Registration Packet Advertisements

- 1- Registration Packet advertisements will be 8½ X 11, and may be either single or double sided. Please 3-hole punch all advertisements for insertion into the binders. Advertisements will be prepared and provided by the exhibitor to the UASD by October 1st, ready for insertion into the convention binder.

Please deliver advertisements to:

UASD
1272 West 2700 South
Syracuse, UT 84075

- 2- Advertisements will be placed behind a tab for exhibitor/sponsor items and will be presented in alphabetical order.

Exhibitor Space Selection & Booth Activities

- 1- Table selection will be made by a drawing twice each month prior to the convention. (on the 1st and the 15th)
- 2- Exhibitors will be eligible to participate in each drawing after:
 - i. Associate Membership dues have been received by the UASD.
 - ii. Exhibitor fees have been received by the UASD.
 - iii. The exhibitor registration packet has been completed and returned to the UASD. Exhibitors should note their top 3 location preferences on the registration form provided in the packet.
- 3- At each drawing, platinum sponsorships received as of the drawing date will be drawn first, with gold and silver following in succession.
- 4- For any vendors who have booth space please confine your displays to your own area. Also, be sure that your display does not in any way interfere with any of the other vendors. No double booth spaces will be allocated. The dimensions of your booth space will be noted on the exhibit area map included in the registration packet.
- 5- Should any vendor wish to conduct their own, individual drawing, please do so at your own table. UASD will not make any announcements pertaining to vendor activities, drawings, etc.
- 6- In order to comply with the State Officers and Employees Ethics Act, if an exhibitor chooses to provide giveaways and/or gifts, either through a drawing or given directly, they must be non-cash items and the value cannot exceed \$50.

Insurance Requirements

- 1- Exhibitors are responsible to provide their own liability insurance coverage sufficient to cover any risk that may result from intentional or accidental actions on the part of exhibitors or their agents.

UASD Convention Exhibitor Program

LEVELS OF PARTICIPATION

PROGRAM BENEFITS	\$1,500	\$1,000	\$600
	PLATINUM	GOLD	SILVER
	Recognition on UASD website	✓	✓
	Convention exhibitor booth	✓	✓
	Recognition in the convention program	✓	✓
	Complimentary Registration to the UASD Annual Convention (# of persons) *	4	3
	Recognition for door prizes	✓	✓
	Listing of Convention Attendees	✓	✓
	Convention Packet Advertisement (8/12 X 11, provided by exhibitor)	Free	\$150
			\$500
Recognition on signage for sponsored event (ie. continental breakfast and breaks)	✓	✓	
Exhibitor fees included in sponsorship fee	✓	✓	
Continental breakfast sponsorship		✓	
Break sponsorship		✓	
Event sponsorship with recognition on signage and at event (ie. Breakfast, Lunch or D	✓		
Priority Placement of exhibitor table (See additional details in exhibitor policy)	✓		

Note: To be eligible to participate in the UASD Convention Exhibitor Program, a potential exhibitor must be a UASD Associate Member. Sole or multiple sponsorship of an event, breakfast, or breaks is on a first-come, first-serve basis. Prior-year sponsors will be extended the first option to sponsor an event or activity at the following year's convention.

* Additional attendees may register at \$100 each.

**PAYMENT AUTHORIZATION FORM
2019 UASD ANNUAL CONVENTION**

Sponsorship Level: Silver (\$600) Gold (\$1,000) Platinum (\$1,500)	
Additional Attendees above number provided for selected sponsorship (please refer to exhibitor matrix) \$100 each X ____ = \$ _____	
Total charges authorized: \$ _____	
Payment Type: <input type="checkbox"/> Check <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover <input type="checkbox"/> Other	
Name on Card:	Card Number:
Authorized Signature:	Security Code:
Email address to receive receipt:	Expiration Date:
Credit Card Billing Address:	
<i>If paid by check Please make payable to UASD</i>	

EVENT: _____ EVENT DATE: _____

COMPANY NAME: _____ BOOTH NO: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

Ordered by: _____ On-site contact: _____

E-Mail: _____ (Receipts will be sent to this address)

Orders must be received four (4) business days prior to event to qualify for "pre order" pricing.

	<u>Quantity</u>	<u>Pre Order</u>	<u>Day of Order</u>	<u>Total</u>
20 Amp 110V Power Connection	_____	\$65.00 (per day)	\$85.00 (per day)	\$ _____
-Includes standard power connection via one extension cord.				

Wired Internet Access	_____	\$25.00(per day)	\$50.00(per day)	\$ _____
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Wireless Internet Access	_____	\$5.00(per day)	\$5.00(per day)	\$ _____
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Audio Visual Rental

(For multiple AV rentals contact the sales department. Items ordered day of show are not guaranteed available)

Additional Rentals: (Prices are per day)

Chairs	_____	\$5 Each	\$ _____
Tables	_____	\$10 Each	\$ _____
Garbage Cans	_____	\$5 Each	\$ _____

Special Services

Misc. Labor (one hour min) _____ Hours \$55.00 per/hr \$ _____

Hanging Fee: \$145.00 + Labor * Advanced Orders Only*

Prices shown include tax and applicable service charges.

Payment must be received before service is provided.

There will be a 2.75% surcharge fee on all credit card transactions. You will not have to pay surcharge fee if paid with check, cash or debit card

(2.75% Surcharge Credit Card Fee) \$ _____

Total \$ _____

___ Credit ___ Check ___ Cash ___ Debit Card (Needs to come in to pay)

Credit Card Number _____ Exp. Date _____

Name as it appears on card _____

Please make checks payable to the Davis Conference Center

TELECOMMUNICATIONS CONDITIONS AND REGULATIONS

- Pre order rates are available until four (4) business days before the show begins moving in. After that the standard order rate applies.
- Payment for services must accompany orders to qualify for advanced order rates.
- Checks are to be made payable to Davis Conference Center.
- Credit will not be given for services installed and not used.
- Quantities of power/electrical services are limited. Please order early to ensure availability. Orders will be filled on a first come, first serve basis.
- Notification of cancellation must be received a minimum of three days prior to show move-in
- Power Equipment must be picked up at the service desk during move-in. Power Equipment must be returned to the service desk within one hour of show close.
- All changes from original order will be assessed a relocation charge of \$55.00 per line.
- All exhibitor services will be disconnected on the last day of the event, thirty minutes after the official closing time.
- Davis Conference Center is not responsible for lost or damaged equipment while in the exhibitors' possession. A replacement fee will be assessed on all equipment not returned.
- All prices are for rental only materials and equipment. Materials and equipment used in installation remains the property of the Davis Conference Center.
- Under no circumstance shall anyone other than Davis Conference Center technicians do any special wiring in the convention center without prior approval.
- Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special set-up or installation of power/electrical equipment. Addition labor charges will be assessed when special services are required.
- Copies of all charges will be faxed approximately one week after show close.
- The exhibitor must file disputes concerning service with the Davis Conference Center prior to the close of the show.
- Payment in full must be rendered on all orders when order is placed. **NO EXCEPTIONS PLEASE.** All payments are in US Dollars. All additional services provided at the show must be paid in full at the time of request. Any long distance charges incurred at the show will be charged to the exhibitors' credit card.
- This order form is accurate as of April 26, 2019. If you have received an order form that is more than one year past this date please call (801) 416-8888

Diagram 2 Vendors

