



**Utah Library Association 2018 Conference
Exhibitor Prospectus
May 16-18, 2018**

Attendees

Expected attendance is 400+ registered attendees, including librarians, media specialists, administrators, and trustees from all types of libraries and from all specialized areas of the library and related professions.

Venue

Utah Valley Convention Center (UVCC)
220 Center St, Provo, UT 84601

Exhibit Hours

Move-in:	Wednesday, May 16, 2018	3:00 pm – 5:00 pm
	Thursday, May 17, 2018	8:00 am – 10:00 am
Exhibit Hours:	Thursday, May 17, 2018	10:30 am – 6:00 pm
	Friday, May 18, 2018	8:30 am – 12:00 pm
Dismantle:	Friday, May 18, 2018	12:00 pm – 2:00 pm

Booth Information

Each 10' x 10' booth will include 8' back drape, (2) 3' side drapes, (1) draped table, (1) chair, and waste basket. Other items including electricity, shipping, drayage and additional equipment may be purchased through the center. The exhibit hall is NOT carpeted.

ULA will provide an exhibitor kit for each exhibitor in March that will include all information pertaining to their set up and equipment needs.

Sales

Sales are allowed in your booth at ULA. Exhibitors are responsible for any collection and payment of taxes relative to sales from your booth during the conference. Please review the link below to file any appropriate forms required for sales in your booth:

<https://tax.utah.gov/sales/specialevents>

Exhibitors Registered as Attendees

Two representatives per 10x10 booth space will receive complimentary registrations. The registration includes lunches Thursday and Friday with the attendees and a printed conference program. The representatives are welcome to attend any programs or general conference receptions. Additional personnel (beyond two per 10x10 space) may register for \$65/person.

Exhibit Application Procedure

Fill out the attached application and mail with your check payable to ULA to the following address. Visa, MC, and American Express may also be used by filling out the credit card information on the application.

ULA Exhibits, c/o ICM	Phone: 801-235-9616
188 West 2000 South	Fax: 801-705-2020
Orem, UT 84058	pia@icmevents.com

You may also avoid the forms and register online using the link below:

[ULA Exhibits](#)

Sponsorships

ULA welcomes sponsorships from exhibitors. Sponsorships represent full or partial costs for various events. Sponsors will also have their name listed in signage in the Exhibit Hall. In addition, they will be recognized in the Conference Program. Please check the box marked sponsorship on the exhibits application if you would like to be contacted regarding sponsorship opportunities.

Vendor Showcase

This 50 minute session has up to 5 slots for vendors. Presenting in this session is free. Vendors are encouraged to share key benefits of their products and/or highlight product features and recent changes. With 3-5 vendors participating in this session, each vendor will have 7-14 minutes to present, with approximately 3 minutes to transition between presentations. Updated timing information will be provided closer to the conference.

Please email pia@icmevents.com directly if you would like to participate in this session. You must be an exhibitor to participate.

CONTRACT FOR ULA EXHIBIT SPACE

Company Name _____ Contact Person: _____
Phone _____ Fax _____
Address _____
City/State _____ Zip _____
Web site _____ Contact _____
Phone _____ E-mail _____
Attendees: _____

Please Do not put us next to the following vendors: _____

To validate this Contract:

- 1 Complete the credit card information below or attach a check for the full booth rental payable to ULA.
- 2 Agree to be bound and comply with the terms listed herein and any other rules and regulations determined by ULA, its subcontractors, and the Dixie Center.
- 3 Indicate three choices for exhibit space: 1) _____ 2) _____ 3) _____ (leave this blank if map not yet posted)

Contract includes one 10x10 booth space for the annual meeting, breaks and lunches for two exhibitor staff members and electronic attendee list for pre conference mailings.

Booth spaces*	_____ @ \$600 each	_____ Total
Additional staff registrations	_____ @ \$65 each	_____ Total
Sponsorship	_____	_____ Total
Total to be charged or paid by check	_____	

Charge my MasterCard Visa Amex Account # _____

Expiration Date _____ Security Code _____

Card Holder's name _____ Card Holder's signature _____

Card Holder's billing address _____

Limitation of Liability: The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury to persons or damages to exhibitor's displays, equipment or other property brought upon the premises of the Utah Valley Convention Center (UVCC) and agrees to indemnify, defend and hold harmless the ULA, ICM, UVCC and its owners, servants, agents, and employees against all claims or expenses for such losses, including reasonable attorney's fees, arising out of the use of the UVCC or its owners, servants, agents and employees. The Exhibitor understands that neither ULA, ICM, or UVCC maintain insurance covering the Exhibitor's property or lost revenue and it is the sole responsibility of the Exhibitor to obtain such insurance.

Booth Assignments: Booth assignments will be made in order of receipt at ICM. The organizers reserve the right to change booth assignments if necessary at any time.

Cancellation: Exhibitors may cancel this agreement by written notice to the organizers. Cancellations made prior to January 19, 2018 will be subject to a 50% cancellation fee. No refunds will be made on cancellations after January 19, 2018.

Agreement to Conditions: The exhibitor and its representatives agree to abide by these conditions.

Applicant's Authorized Signature Title Date

*special booth pricing is available for Government organizations and Non-Profits. Please contact pia@icmevents.com for additional information.