Utah Library Association 2022 Conference  
Exhibitor Prospectus  
May 18-20, 2022

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

Davis Conference Center  
1651 North 700 West  
Layton, UT 84041

Exhibit Hours

Move-in:  Wednesday, May 18, 2022  4:00 p.m. – 8:00 p.m.  
Thursday, May 19, 2022  7:00 a.m. – 8:00 a.m.  
*The opening session will be held in the exhibit hall space to allow for social distancing so booths MUST be set up by 8:00 a.m.*

Exhibit Hours:  Thursday, May 19, 2022  10:30 a.m. – 5:00 p.m.  
Friday, May 20, 2022  8:30 a.m. – 1:30 p.m.

Dismantle:  Friday, May 20, 2022  2:30 p.m. – 4:00 p.m.

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. 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 Meagan Lloyd  Phone: 801-855-6486  
Syzygy Services  Email: meagan@sweetsyzygy.com  
683 East 700 North  
Orem, UT 84097

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 during relevant sessions. Please check the box marked sponsorship on the exhibits application if you would like to be contacted regarding sponsorship opportunities.

Covid-19 Protocols

ULA is committed to the health and safety of all conference attendees. Sessions and events will follow social distancing guidelines and all participants will be required to wear masks and provide proof of vaccination to participate. Any changes or updates will be shared as the conference approaches. Thank you for your cooperation as we navigate these unprecedented times.
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.

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.

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<th>Description</th>
<th>Quantity</th>
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<td>Additional staff registrations</td>
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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 Dixie Center and agrees to indemnify, defend and hold harmless the ULA, Syzygy Services, Davis Conference Center 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 Davis Conference Center or its owners, servants, agents and employees. The Exhibitor understands that neither ULA, Syzygy Services, Davis Conference Center 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 Syzygy Services. 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 March 1, 2022 will be subject to a 50% cancellation fee. No refunds will be made on cancellations after March 1, 2022.

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 meagan@sweetszygy.com for additional information.