



National Association of
Landscape Professionals

Location: Utah Valley Convention Center, 220 West Center Street, Provo, UT 84601

Vendor Move In: Wednesday, March 13 12:00pm-7:00pm

Show Times: Thursday, March 14 9:30am-1:00pm

Vendor Move Out: Thursday, March 14 1:00pm-5:00pm

Dear Exhibitor,

We are pleased to inform you that the Utah Valley Convention Center has been selected by the National Association of Landscape Professionals as the official Service Contractor for the **2024 NALP National Collegiate Landscape Competition**.

To assist you in selecting your additional needs, we are enclosing our equipment and services order forms. Advanced ordering helps us plan your show and service you more efficiently, at a lower cost to you.

Orders may be e-mailed, faxed, or mailed to Utah Valley Convention Center. All orders paid for in advance will be at a lower cost. **To receive the discounts, all orders must be placed 14 days prior to the first move-in date. If mailing payments, please mail to UVCC's Offices: 220 W. Center Street, Provo, UT 84601**

If you have any questions regarding Utah Valley Convention Center services, or need additional information please contact Ashlyn Nipko at:

Phone: (801)851-2200
Fax: (801) 851-2220
exhibitor@utahvalleycc.com

All questions regarding the convention's policies, space assignments, display limitations, and event schedule should be directed to the following:

Scott Savodnik

703-456-4211

For information on the Utah Valley Convention Center please visit our website at UtahValleyCC.com.





NALP 2024
 March 13-16, 2024
 Utah Valley Convention Center



Important Dates and Payment Calculation

Monday, January 29, 2024 First Day Advanced Warehouse Delivery

Tuesday, March 12, 2024 All Advance Shipments must be received in the warehouse.

Saturday, March 16, 2024 All freight will be returned to the Advance Warehouse where your carrier of choice can pick up the next business day.

SERVICES	TOTAL
Material Handling	\$
Other	\$
SUB TOTAL:	\$
Utah Sales Tax 7.25%	\$
TOTAL DUE:	\$

Modern Expo & Events requires payment to be received with all orders. Payment may be made by company check drawn on a US bank, credit card, ACH or bank wire transfer. This calculation is an estimate and may not reflect the balance of charges du on final invoice. Checks should be made out to Modern Expo & Events. Personal checks are NOT accepted. Please call or email for Bank Wire Transfer information. A fee of \$35 will be added to each wire transfer.

! IMPORTANT: Please return this completed form with payment to Modern Expo & Events. Email: expo@modernexpo.com. Fax: (801) 521- 3040 or order online at www.modern expo.com and click "Exhibitor Order" box in upper left corner.

Credit Card Authorization

This form must be completed and returned regardless of form of final payment.

Card Type: Visa MasterCard American Express Discover Card

Card Number: _____ Expiration Date: _____ CVV2 Code: _____

Card Holder Name: _____ Card Holder Signature: _____

Card Billing Address: _____

Company Name: _____ Show Name: _____


Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Authorized By: _____ Email: _____

Signature: _____ Booth #: _____

Simplified Material Handling from  MODERN
EXPO + EVENTS

EZRATE™

We've taken the mystery and hassle out of moving your exhibit materials with our new EZRATE™ single-rate Material Handling. With EZ-RATE™ you'll see:

- NO** Minimum Weight or CWT Calculations
- NO** Off-target or Overtime Charges
- NO** Special Handling Fees
- NO** Marshalling Yard Fees
- NO** Different Rates for Advance Warehouse or Show Site Service
- NO** Small Package Fees - Small Packages less than 5lbs. are **COMPLIMENTARY**
- NO** Confusion

(Actual Weight) x (EZRATE™) = TOTAL COST

The EZRATE™ for this event is: **\$1.89** per pound.

Material Handling Highlights

Material Handling is the receipt, unloading, storage, transportation and delivery to your booth of your exhibit materials. It also includes removal and storage of empty containers, return to your booth at the close-of-show and loading on to your outbound carrier.

Modern Expo & Events is the **Exclusive Provider** of Material Handling services for this event.

Exhibitors are allowed to **Hand Carry** materials to their booth space. The use of wheeled dollies, carts, trollies, pallet jacks, etc. is prohibited.

Exhibitors are allowed to transport their materials directly to show site in **Privately Operated Vehicles (POV's)**. POV's include private sedans, mini vans, SUV's or pick-up trucks. Any other vehicle is considered a commercial vehicle and is subject to Material Handling services.

Shipping to the **Advance Warehouse** insures that your shipment can arrive in plenty of time. We will store your shipment, free-of-charge for up to 30 days prior to your show. We'll transport your materials to show site and deliver them directly to your booth space. Please note that hazardous materials, materials requiring refrigeration, loose, uncrated, pad-wrapped and/or un-skidded machinery may not be shipped to the Advance Warehouse and must be shipped directly to Show Site.

Material Handling Instructions

How to Ship to Advance Warehouse & Direct to Show Site:

- Remove all old shipping and empty storage labels from items to be shipped.
- Fill out and attach enclosed Advance to Warehouse or Direct to Show Site shipping labels included (or exhibitor generated facsimiles containing all pertinent information).
- Take the time to insure that your shipments are properly packed and packaged. ME&E is not responsible for goods lost or damaged in shipping (see Terms & Conditions).
- Choose a carrier with trade show experience and schedule a pick-up of your shipment. Confirm that your selected carrier is able to meet the shipping and receiving deadlines for your show.
- Do not send blanket wrapped or uncrated shipments to the Advance Warehouse. Ship these items directly to Show Site.
- Consign all DOMESTIC shipments to Modern Expo & Events.
- Complete and submit enclosed Material Handling Estimate form or submit an estimate order online.
- A properly filled out Bill of Lading must accompany all shipments. Certified weight tickets must accompany all shipments.
- Confirm receipt of your shipment (advance shipments only) with the ME&E team before travelling to show site.
- For INTERNATIONAL shipments, or for other Material Handling questions, please contact our Exhibitor Service team at (801) 983-8102 or expo@modernexpo.com.

Freight Carriers: Select a carrier with trade show experience. Be sure to give your carrier specific instructions, including dates and times when shipments must be delivered and picked up. Delivery and pick-up times for trade shows often fall outside of “normal” hours, so make sure your carrier is capable of meeting target dates and times.

Outbound Freight Only is freight handled only at the close of the show. Material Handling fees for Outbound Only shipments include moving materials from your booth space to the dock and loading on your designated carrier.

Storing Empty Containers: Properly labeled empty shipping containers will be removed from your booth space and stored. They will be returned to you as quickly as possible following the close of the show. Depending on the size of the show, it can take between two and twelve hours to return all empty containers. Please plan accordingly. Empty/Storage labels are available from the Exhibitor Service Desk and must be filled out and attached to your containers when they are ready to be removed. Do not store any material or equipment that you need to access during the show in a container with an Empty/Storage label. If you need to access your container, obtain Accessible Storage labels from the Exhibitor Service Desk. Accessible storage fees may apply. Empty crate storage may not be secure.

Outbound Shipments: Each outbound shipment must have a completed ME&E Bill of Lading accompanying the shipment. Bills of Lading are available at the ME&E Exhibitor Service Desk. Exhibitors will need to make their own arrangement for pick-up with their designated freight carrier. An exhibitor representative should remain on-site to insure that your shipment is picked up as planned. Any shipments that remain on show site past the outbound shipping deadline will be forced out on ME&E's carrier of choice at the exhibitors sole expense. ME&E does not provide carrier shipping label.

End-of-Show Outbound Shipping Instructions:

- Exhibitors are responsible for providing pre-printed labels for their outbound shipments. If you do not have pre-printed labels, you can create them online on the website of your designated carrier. Print the labels and place them on all containers in your shipment.
- Schedule pick-up with your designated carrier. This includes small package services such as UPS, FedEx, as well as larger freight carriers such as TForce Freight, etc. If you do not have a preferred carrier, we can re-route your shipment via our preferred carrier, TForce Freight. You are responsible for all shipping charges.
- Fill out a ME&E Bill of Lading. Please make sure to make a selection in the designated area of the Bill of Lading that lets us know what you would like us to do with your shipment if your carrier fails to pick it up.
- Once you have filled out your Bill of Lading, scheduled pick-up with your carrier, and properly packaged your materials, leave your boxes in the center of your booth space and return the Bill of Lading to the Exhibitor Service Desk. This lets us know your shipment is ready for pick-up and we will then retrieve your shipment, move it to the dock and load it onto your designated carrier when they arrive.

Advance to Warehouse Identifying Labels

ADVANCE TO WAREHOUSE

EXHIBIT MATERIAL PLEASE RUSH TO:

Exhibitor Name _____ Booth # _____

NALP 2024
C/O Modern Expo & Events
3370 W 500 S
Salt Lake City, UT 84104

DELIVERY DEADLINE FEES MAY APPLY AFTER March 12, 2024



ADVANCE TO WAREHOUSE

EXHIBIT MATERIAL PLEASE RUSH TO:

Exhibitor Name _____ Booth # _____

NALP 2024
C/O Modern Expo & Events
3370 W 500 S
Salt Lake City, UT 84104

DELIVERY DEADLINE FEES MAY APPLY AFTER March 12, 2024



! **IMPORTANT:** These labels are NOT shipping labels. They will help us to identify your freight in our warehouse and ensure your freight gets to your booth without delay. Please affix at least one label to each container. Make copies if additional labels are needed. **Hazardous materials will not be accepted at Advance Warehouse.**



NALP 2024
March 13-16, 2024
Utah Valley Convention Center



Exhibitor Terms & Conditions

YOU ARE ENTERING INTO A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE: The terms and conditions set forth below, together with any applicable Order, become a part of this agreement (the "Agreement") between Modern Display Service, Inc. DBA Modern Expo & Events ("ME&E") and you, the Exhibitor. You are agreeing that you have been fully advised, understand completely, and are willing to accept the following terms and conditions. By exhibiting, ordering or receiving goods or services, requiring transportation of goods to or from, or acting as an agent for an exhibitor, at an event at which ME&E is the designated service contractor, you accept and agree to be bound to the terms and conditions set forth herein.

DEFINITIONS:

For the purposes of this Agreement, "ME&E", "Modern", "we", or "us" means Modern Expo & Events, a registered DBA of Modern Display Service, Inc., a Utah Corporation, and its employees, directors, officers, agents, assigns, affiliated companies and related entities not limited to any subcontractors we may appoint. "Exhibitor" or "you" means the exhibitor as set forth in an applicable Order, its employees, directors, officers, agents, representatives or any exhibitor appointed contractor ("EAC") which may act on behalf of the exhibitor. "Order" means the purchase order, work order or other similar order form accompanying these terms and conditions, which, together with the terms and conditions set forth herein, comprise the entire Agreement between ME&E and the Exhibitor.

PAYMENT TERMS:

We require 100% payment with Order for rentals, services, anticipated material handling and drayage charges, and applicable sales tax. We require a valid credit card on file prior to the acceptance of any Order. We accept VISA, MASTERCARD, AMERICAN EXPRESS and DISCOVER cards. By providing your credit card number and information to us via a Payment Authorization form or placing Orders online, you agree that we may place your credit card information on-file to be used for any additional show site services or future purchases. Your credit card information will remain on-file for the duration of the event. Full payment must accompany all orders and be received by our office prior to the applicable deadline date to qualify for any discounted or advance order rates. All orders received after applicable deadlines will be charged at standard rates.

PLEASE NOTE THAT PURCHASE ORDERS ARE NOT ACCEPTABLE AS A FORM OF PAYMENT.

We accept company checks, drawn on a US bank as a form of payment. We do not accept personal checks as payment.

To pay by check, mail your check, along with your Order to:

Modern Expo & Events
3370 W 500 S
Salt Lake City, UT 84104

We accept ACH and Wire Transfers as a form of payment. For ACH or Wire Transfer information, please call our Exhibitor Service team at (801) 983-8160.

All invoiced amounts are due upon receipt of invoice. ME&E does not offer credit terms. Any unpaid balance after the close of the show will accrue interest at the rate of 1.5% per month (18% per annum). You are responsible for all costs and fees incurred by us that are associated with collecting your unpaid balance. These may include, but are not limited to: reasonable attorneys fees, court costs and other collection costs.

You are responsible for the payment of all sales, use or other similar taxes that due in connection with the performance of this Agreement. If you claim Tax Exempt status, you must provide us, in advance, a valid Tax Exemption Certificate issued by either the local taxing authority of the location in which the event is taking place, or, if you claim federal tax exemption, by the United States Government.

You are primarily responsible for they payment of all third-party charges. In the event that you contract with an exhibit house or enlist the services of an Exhibitor Appointed Contractor to handle your display/exhibit and order any services on your behalf, ME&E will agree to third-party billing provided that the Third-Party Payment Authorization Form and Exhibitor

Appointed Contractor Form ("EAC") are completed and returned in advance. By providing the Third-Party Payment Authorization Form, the Exhibitor agrees that they are primarily responsible for the payment of all charges. In the event the named third-party or EAC fails to pay all charges, such charges will be paid by the Exhibitor upon submission of an invoice, including any and all fees associated with the collection of this account.

Copies of invoices may be obtained from the Exhibitor Service Desk prior to the close of the show. No credit will be given after the close of the show for any items or services ordered, but claimed not to have been received. Cancellation of service(s) made prior to the delivery or execution of the service are subject to a 50% cancellation fee. Cancellation of service(s) made after delivery or execution of service are subject to a 100% cancellation fee

MODERN EXPO & EVENTS' RESPONSIBILITIES:

We are only responsible for those services that we provide directly to you. We are not responsible for any persons, parties or other contracting firms not under or direct supervision and control. We are not responsible for loss, delay or damage due to strike, lockout, work stoppages, weather, natural disaster, vandalism, civil disturbance, power or other utility failures, acts of terrorism, war or threat of war or war-like actions, acts of God or other cause beyond our reasonable control. Nor are we responsible for ordinary wear and tear in the handling of materials. We will provide material handling services as your agent, not as bailee or shipper, and shall have no responsibility or obligation thereunder.

PACKAGING AND CRATES:

We shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly wrappings, or for improperly packaged materials. In addition, we are not responsible for crates and packaging materials which are unsuitable for handling, in poor condition or have prior damage. Crates and packaging should be of a design that adequately protects the contents for handling by forklift and other mechanical means.

Exhibitor Terms & Conditions (cont'd)

STORAGE:

We are not responsible for loss or damage to crates, containers or packaging materials or the contents therein while containers are in storage, including but not limited to exhibitor accessible storage or cold storage. You acknowledge that storage charges are for use of space and are not a form of security or insurance from loss.

Empty container labels will be available at the Exhibitor Service Desk. Affixing labels to containers is the sole responsibility of the Exhibitor or its representatives. All labels from prior events should be removed or covered. We are not responsible for your failure to follow these procedures; removal of containers with old empty labels or without ME&E labels; shipping of containers with improper information or empty labels; or the removal or disposition of materials stored in containers with empty labels. You understand that the labels are used for storage of empty containers only and that we are not liable for loss or damage to any contents while containers are in storage, or for any mislabeled containers.

SHOW SITE:

You are solely responsible for damage or loss to any rental items in your possession or under your control in connection with your performance hereunder, including but not limited to damage or stains to carpet, furniture or other items. Neither you or your EAC may use any type of mechanical lift on the exhibit floor, including but not limited to forklifts, pallet jacks, or man lifts. Our working hours are subject to change due to holidays, time of day or night worked, amount of time worked and specific facility or union requirements. The normal categories of hourly labor charges are: straight or regular time, overtime, double time and holiday pay. Such hours and charges are set forth on the applicable Order.

INBOUND SHIPMENTS:

Shipments may be delivered to your booth space prior to you or your representatives arrival, during which time the material will be left unattended. We are not liable or responsible for any loss, damage, theft or disappearance to your materials after they have been delivered to your booth site. We are not responsible for shipments received without individual freight bills, such as UPS, FedEx or other carriers who deliver in bulk and who do not wait for piece/shipment counts or verification of condition for individual shipments. Such shipments are subject to verification and correction of count and condition and our receiving documents indicating any exceptions as delivered shall take precedence over shipper's signature of receipt.

OUTBOUND SHIPMENTS AND ITEMS LEFT AT SHOW SITE:

There may be a period of time between the completion of packing your materials for outbound shipment and the actual pick-up of those materials from your booth for loading onto a carrier during which time materials will be left unattended. We are not liable or responsible for any loss, damage, theft or disappearance to your materials after they have been readied for shipment and the time they are picked up from your booth space. We are not responsible for shipments left in your booth or other areas of the exhibit space or dock areas. We will count and ship pieces as we find shipments when we removed them from the exhibit space. Circumstances may also necessitate that these items be removed to our warehouse or other remote facility and shipped from there. You are responsible for any additional charges that may result from shipments left on-site without proper shipping instructions or for materials abandoned on site. You should insure your materials against loss, damage or theft. All Material Handling Forms submitted to us by you will be checked at time of pick-up from the booth and corrections made when there is a discrepancy between the items listed on any form and the actual number/weight of items at the booth at time of pick-up. We reserve the right to dispose of any items left on the show floor without liability if left unattended, left without labels or incorrectly labeled, or abandoned. Disposal fees will be charged to your account. Materials are loaded onto the carrier under the direction and supervision of the carrier's representative or driver. Any loading onto the carrier will be understood to be under the Exclusive supervision and control of the carrier representative or driver. We are not responsible for liability due to loss, damage, theft or disappearance of your materials that is caused by, arises out of, or related to improperly loaded materials.

RE-ROUTED FREIGHT:

In order to expedite the removal of materials from the show site as required by the show manager or exhibition facility, we shall have authority to change your designated carrier if that carrier does not pick-up the shipment at the appointed time. Where no disposition instructions are made by you, materials may be removed to a remote location to await your shipping instructions, and/or consigned to a carrier of our choice. You agree to be responsible for any charges related to re-routing or special handling.

INSURANCE:

ME&E is not an insurer. We do not offer exhibit insurance products. Insurance on exhibit materials, including any materials offered for sale, shall be obtained by you at your sole expense from a third-party insurance provider. You agree to provide, or cause your insurance provider to provide, us a release from subrogation to the extent of any insurance claim/settlement.

CLAIMS FOR LOSS:

In order for any claim to be considered valid, you agree that notice of loss or damage to materials must be made to us or our agent within 24 hours of occurrence or any incident or prior to close of show or removal of materials, whichever is later. All claims reported after such period will be rejected. Such notice must include detail sufficient to identify the materials claimed to be lost or damaged, asserting our liability for alleged loss or damage and documentation including the specified or determinable value of the claim. Damage reports, incident reports, inspection reports, notations of shortages or damage on freight bills or other documents do not constitute filing of a claim.

- (a) PAYMENT MAY NOT BE WITHHELD. In the event of any dispute between you and us related to any loss, damage or claim, you will not be entitled to and will not withhold payment or any partial payment due to us as an offset against the amount of any alleged loss or damage. Any claims against us shall be considered to be separate transactions and shall be resolved on their own merits.
- (b) MAXIMUM RECOVERY. If found liable for any loss, our sole and exclusive maximum liability for loss or damage to your materials and your sole and exclusive remedy is limited to \$0.30 per pound per article with a maximum of \$1,000 per shipment, whichever is less.
- (c) BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY. Our liability shall be limited to any loss or damage which results solely from our gross negligence in the actual physical handling of the items comprising your shipment(s) OR which results from a material breach of this Agreement and not for any other type of loss or damage. In no event shall we be liable to you or to any other party for special, collateral, exemplary, indirect, incidental, consequential, or punitive damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of our equipment or services or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if we have been advised or has notice of the possibility of such damages, or for any damages caused by your failure to perform your responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic issues.

Exhibitor Terms & Conditions (cont'd)

DECLARED VALUE:

Declarations of value are between you and your selected carrier only and are in no way an extension of our maximum liability as stated herein. We will use commercially reasonable efforts to transmit the declared value instructions to the selected carrier. However, we will not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carrier, nor for any failure of the carrier to uphold the declared value or any other term of carriage.

FACILITIES AND SHOW ORGANIZERS:

You agree and understand that you, your agents, representatives, contractors and anyone working on your behalf must abide by and adhere to the rules and regulations of the exhibit facility and any regulations implemented by the Show Organizer. These rules and regulations include but are not limited to labor jurisdiction, health and safety, work hours, manner of work, etc. Please consult the individual rules and regulations published for your exhibit facility and by your Show Organizer.

TERMINATION:

We may immediately terminate this Agreement upon written notification in the event you breach any provision hereof. We may also terminate this Agreement for any reason for no reason upon ten (10) days prior written notice to you. In either case, you shall be responsible for any fees incurred prior to the effective date of such termination.

INDEMNIFICATION:

You agree to indemnify, defend and forever hold harmless Modern Display Service, Inc. DBA Modern Expo & Events, and our employees, directors, officers and agents from any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgements and expenses including but not limited to reasonable attorney's fees and investigation costs on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following:

- Your negligent supervision of your personnel (including but not limited to any labor secured through us) or the negligent supervision of such personnel by any of your employees, agents, representatives, contractors, customers or invitees.
- Your negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act by your employees, agents, representatives, contractors, customers or invitees, including, but not limited to the misuse, improper use, unauthorized use or alteration of or negligent handling of our equipment.
- Your violation of federal, state or local ordinances.
- Your violation of show rules and/or regulations as set forth by the facility or show management.

WAIVER AND RELEASE:

You agree to waive and release all claims against us with regard to all matters for which we have disclaimed liability pursuant to the provisions of this Agreement.

SEVERABILITY:

If any provision of this Agreement is deemed to be invalid, illegal or unenforceable, the remainder of this Agreement shall remain in effect and shall not be impacted by such a finding.

WAIVER:

No waiver by us of any of the provisions of this Agreement is effective unless explicitly set forth in writing by us. No failure to exercise, or any delay in exercising, any right, remedy, power or privilege arising from this Agreement operates, or may be construed, as a waiver thereof. No single or partial exercise of any right, remedy, power or privilege hereunder precludes any other or further exercise thereof or the exercise of any other right, remedy power or privilege.

ASSIGNMENT:

You will not assign, transfer, delegate or subcontract any of your rights or obligations under this Agreement without our prior, written consent. Any purported assignment or delegation in violation of this Section shall be null and void. No assignment or delegation shall relieve you of any of your obligations hereunder. We may, at any time, any or all of our rights or obligations hereunder without your prior consent to any affiliate, person or party acquiring all or substantially all of our assets.

RELATIONSHIP OF THE PARTIES:

The relationship of the parties is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any employment, partnership, agency, fiduciary, joint venture or other form of joint enterprise between the parties. Neither party shall have the right to contract for or bind the other party in any manner whatsoever.

NO THIRD-PARTY BENEFICIARIES:

This Agreement is for the sole benefit of the parties hereto and their respective successors and permitted assigns. Nothing herein, whether express or implied, is intended to or shall confer upon any other person or entity, any legal or equitable right, benefit or remedy of any nature under or by reason of this Agreement.

SURVIVAL:

The provisions of this Agreement which, by their nature, should apply beyond their terms, shall remain in force after any termination or expiration of this Agreement.

AMENDMENT AND MODIFICATION:

This Agreement may only be amended or modified in writing stating specifically that it amends this Agreement and that is signed by an authorized representative of each party.

GOVERNING LAW, JURISDICTION:

This Agreement shall be construed under the laws of the State of Utah and shall be subject to the jurisdiction of the federal or state courts located in Salt Lake County, Utah.



Exhibitor Services
220 W. Center Street Suite 200
Provo, UT 84601
801-851-2200

Exhibitor Services Conditions and Regulations

- 1.** Payment for services must accompany an order to qualify for advance pricing. Checks are to be made payable to the Utah Valley Convention Center. We also accept Visa, MasterCard, and American Express.
- 2.** Credit will not be given for unused services that were installed.
- 3.** Quantities of equipment may be limited. Place order early to ensure availability.
- 4.** Some services may not be available on the day of the show. To ensure service, complete order form prior to show.
- 5.** Cancellation of services must be received 5 days prior to event.
- 6.** All services will be disconnected 30 minutes after the show has ended.
- 7.** Exhibitor is responsible for lost or damaged equipment while equipment is in exhibitor's possession. A replacement fee will be assessed for all damaged or equipment not returned.
- 8.** All material and equipment used in installation remain the property of the Utah Valley Convention Center.
- 9.** Exhibitors will not hook up or share services with other vendors without prior approval or permission from the event manager or the building engineer.
- 10.** Additional labor may be assessed when special hookups or services are requested.
- 11.** Disputes concerning services must be filed by the exhibitor prior to the closing of the show.
- 12.** Payment in full must be rendered on all orders when an order is placed. Services will not be allowed without full payment. Additional services provided at the show must be paid in full at time of request.

- 13.** No food or beverage may be sold without permission from the Utah Valley Convention Center Director of Food and Beverage.
- 14.** No outside food and beverages are allowed in the Utah Valley Convention Center. If requested by the event organizer, the UVCC Food and Beverage staff may sell food and drinks during the show.
- 15.** Any exhibitors handing out food must fill out a Food Sample Request Form and return it to the Utah Valley Convention Center prior to show. All handouts must be sample size.
- 16.** Any food licenses required is the responsibility of the exhibitor and not the Utah Valley Convention Center. No refunds will be given if the exhibitor does not have proper licenses.
- 17.** The UVCC does not accept vendor shipments for storage and handling. All materials should be sent to an authorized UVCC drayage provider. The only exception to this is for shipments that require cold storage, and these shipments will be assessed a storage fee and need to be arranged ahead of time. See exhibitor packet for additional information.
- 18.** Exhibitors are responsible for any taxes that are associated with any sales.
- 19.** Helium balloons are not allowed anywhere inside the Utah Valley Convention Center. If they are brought in and not removed, the exhibitor will be responsible for any labor it takes to get the balloons down from the ceiling or overhangs and/or any damages caused by the balloons.
- 20.** Carts may be available for vendor use during move-in and move-out. Lost or damaged carts will be the responsibility of the exhibitor using the carts. Exhibitors will follow any check out procedures for the carts.
- 21.** Exhibitors will have access to our loading dock. Unload your vehicle in a timely manner and move your vehicle off the loading dock as soon as unloaded to leave room for others.
- 22.** Exhibitors should park in available public parking. (<https://utahvalleycc.com/parking>) Do not park in any spaces marked as "reserved." Any towing fees are the responsibility of the exhibitor and not of the Utah Valley Convention Center.
- 23.** Utah Valley Convention Center is not responsible for any lost, stolen, or damaged property.



UTAH VALLEY CONVENTION CENTER
EXHIBITOR SERVICE ORDER FORM

220 WEST CENTER STREET
PROVO, UTAH 84601
WWW.UTAHVALLEYCONVENTIONCENTER.COM
PHONE: (801) 851-2200 FAX: (801) 851-2220
exhibitor@utahvalleycc.com



ELECTRICAL

Event: Company Name:
Event Dates: Mailing Address:
Exhibit Location/Booth: City: State: Zip:
Ordered By: Phone: Fax:
On-Site Contact: E-mail:

Table with columns: EQUIPMENT, QTY, 14 DAY ADV PRICE, REG PRICE, TAX, TOTAL, 24 HR POWER

ADVANCED PRICING IS VALID WITH FULL PAYMENT RECEIVED
14 CALENDAR DAYS PRIOR TO EVENT MOVE IN.

Table with columns: Description, \$ 10, \$ 15, x 7.45%, Y or N
POWER STRIP
120 V-SINGLE PHASE 10 AMPS (960 WATTS)
120 V-SINGLE PHASE 20 AMPS (1920 WATTS)
208 V-THREE PHASE 30 AMPS
208 V-THREE PHASE 100 AMPS
24 HOUR POWER = TOTAL PRICE OF OUTLETS X .5

* For any electrical service not listed on here please contact Exhibitor Services

Service may not be available day of event.
Be sure to pre order your services.

If hard wiring of your item is required, additional charges may apply.
Please contact (801) 851-2219 for additional information.

PAYMENT INFORMATION
Credit Card Type: Credit Card Number:
Expiration Date: Security Code (Last 3 on back of card or 4 digits on front of Amex.)
Name on card (Please Print)
Signature Date
Billing Address:
City: State: Zip:

Please make checks payable to:
Utah Valley Convention Center

CANCELLATION POLICY
If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% REFUND.
If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: 75% REFUND.
If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.

TOTAL

Empty rectangular box for total amount

All terms, conditions, and rates on this form are subject to change at any time without notice.



UTAH VALLEY CONVENTION CENTER EXHIBITOR SERVICE ORDER FORM

220 WEST CENTER STREET
PROVO, UTAH 84601

WWW.UTAHVALLEYCONVENTIONCENTER.COM

PHONE: (801) 851-2200 FAX: (801) 851-2220

exhibitor@utahvalleycc.com



TELECOMMUNICATIONS / AUDIO VISUAL

Event:	Company Name:
Event Dates:	Mailing Address:
Exhibit Location/Booth:	City: State: Zip:
Ordered By:	Phone: Fax:
On-Site Contact:	E-mail:

EQUIPMENT	QTY	14 DAY ADV PRICE	REG PRICE	TAX	TOTAL
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**ADVANCED PRICING IS VALID WITH FULL PAYMENT RECEIVED
14 CALENDAR DAYS PRIOR TO EVENT MOVE IN.**

*WIRELESS PUBLIC INTERNET		FREE	FREE		
*WIRED INTERNET CONNECTION		\$ 200	\$ 250		
*(8) PORT SWITCH		\$ 125	\$ 150	x7.45%	
*CABLE TV (TV must be cable ready)		\$ 100	\$ 150	x7.45%	
*6'x6' TRIPOD PROJECTION SCREEN W/SKIRT		\$ 60	\$ 100	x7.45%	
*4000 LUMEN PROJECTOR HDMI		\$ 250	\$ 300	x7.45%	
32" LCD HD Monitor/TV – tabletop (BOA)		\$ 150	\$ 200	x7.45%	
42-46" LCD HD Monitor/TV –floor stand (BOA)		\$ 250	\$ 300	x7.45%	

* ALL ABOVE PRICING IS PER DAY PRICING

Please make checks payable to:
Utah Valley Convention Center

PAYMENT INFORMATION

Credit Card Type:	Credit Card Number:
Expiration Date:	Security Code (Last 3 digits on back of card or 4 digits on front of Amex.)
Name on card (Please Print)	
Signature	Date
Billing Address:	
City:	State: Zip:

CANCELLATION POLICY

If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% REFUND.

If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: 75% REFUND.

If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.

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TOTAL

\$



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EXHIBITOR SERVICE ORDER FORM**

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exhibitor@utahvalleycc.com



WATER SERVICE ORDER FORM

Event:	Company Name:		
Event Dates:	Mailing Address:		
Exhibit Location/Booth	City	State:	Zip:
Ordered By:	Phone:	Fax:	
On-Site Contact:	E-Mail:		

EQUIPMENT	QTY	14 DAY ADV PRICE	REG PRICE	TAX	TOTAL
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**ADVANCED PRICING IS VALID WITH FULL PAYMENT RECEIVED
14 CALENDAR DAYS PRIOR TO EVENT MOVE IN.**

One Time Water Connection, Fill, & Drain 0-10 Gallons		\$55.00	\$65.00	x7.45%	
One Time Water Connection, Fill, & Drain 11-200 Gallons		\$100.00	\$120.00	x7.45%	
One Time Water Connection, Fill, & Drain 200 - 500 Gallons		\$150.00	\$175.00	x7.45%	
One Time Water Connection, Fill, & Drain 500 - 1000 Gallons		\$250.00	\$300.00	x7.45%	

PAYMENT INFORMATION					
Credit Card Type:		Credit Card Number:			
Expiration Date:		Security Code (Last 3 digits on back of card or 4 digits on front of Amex.)			
Name on card (Please Print)					
Signature			Date		
Billing Address:					
City:		State		Zip	
Grand Total					

CANCELLATION POLICY
If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: **90% REFUND.**
If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: **75% REFUND.**
If cancellation occurs after installation or after the start of the first scheduled move-in day: **NO REFUND.**

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**UTAH VALLEY CONVENTION CENTER
EXHIBITOR SERVICE ORDER FORM**

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PROVO, UTAH 84601
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PHONE: (801) 851-2200 FAX: (801) 851-2220
exhibitor@utahvalleycc.com



FURNITURE & MISCELLANEOUS

Event:	Company Name:		
Event Dates:	Mailing Address:		
Exhibit Location/Booth:	City:	State:	Zip:
Ordered By:	Phone:		Fax:
On-Site Contact:	E-mail:		

EQUIPMENT	QTY	14+ DAYS ADVANCED PRICE	LESS THAN 14 DAYS REG PRICE	TAX	TOTAL
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**EXHIBIT FURNITURE MAY ONLY BE ORDERED IF UVCC
IS SERVING AS THE SHOW DECORATOR**

10x10 Exhibitor Booth (8'h. back drape; 3'h side drape; 1 skirted exhibit table; 2 chairs, wastebasket, & booth ID sign)	INCLUDED	INCLUDED	x7.45%	
8' x 30" Skirted Exhibitor Table	\$20.00	\$25.00	x7.45%	
8' x 30" Exhibitor Table (no linen or skirt)	\$10.00	\$15.00	x7.45%	
72" Round Table (w/ black linen)	\$20.00	\$25.00	x7.45%	
Folding Chair (Non-cushion)	\$4.00	\$5.00	x7.45%	
Barstool	\$25.00	\$30.00	x7.45%	
Cocktail table 30" Round	\$20.00	\$25.00	x7.45%	
3' high pipe & drape	\$3.00 ft.	\$4.00 ft.	x7.45%	
Tripod Easel	\$10.00	\$12.00	x7.45%	
8' high pipe & drape	\$4.00 ft.	\$5.00 ft.	x7.45%	
Tensa Barrier Post with Retractable Rope	\$15.00	\$20.00	x7.45%	
Non-Motor Pallet Jack	\$25/hour	\$30/hour	x7.45%	
Forklift with Driver **	\$90/hour	\$100/hour	x7.45%	
Scissor Lift with Operator **	\$90/hour	\$100/hour	x7.45%	

** (2) hour minimum

**EXHIBITOR
REMINDER:**

IF YOU NEED POWER OR INTERNET FOR YOUR BOOTH, TAKE ADVANTAGE OF THE 14 DAY ADVANCED PRICING.

PLEASE MAKE CHECK PAYABLE TO UTAH VALLEY CONVENTION CENTER.

PAYMENT INFORMATION	
Credit Card Type:	Credit Card Number:
Expiration Date:	Security Code
Name on card (Please Print)	
Signature	Date
Billing Address:	
City:	State: Zip:

CANCELLATION POLICY

If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% REFUND.

If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: 75% REFUND.

If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.

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TOTAL

\$

Utah Valley Convention Center
220 West Center Street
Provo, Utah 84601
TELEPHONE: (801) 851-2200 EMAIL: exhibitor@utahvalleycc.com

AUTHORIZATION REQUEST
SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

Utah State Law prohibits any person or organization from bringing alcoholic beverages onto a licensed premise.

Event sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products *only* with written authorization.

Utah Valley Convention Center exhibitors may distribute food and beverage samples in authorized spaces and must not be in competition with products or services offered by Utah Valley Convention Center Food Services. Samples must be representative of products manufactured or sold by the company exhibiting. Free samples are limited to two ounces of non-alcoholic beverages and one ounce of food. Exact descriptions of sample and portion size must be submitted to the Food and Beverage Office for written approval fourteen days prior to the opening of the event. No alcoholic samples may be distributed. Any exhibitor giving away and/or selling food in their booth at any public event must have a permit and all appropriate fees on file with the Utah County Department of Health.

GENERAL CONDITIONS

- ❖ Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm.
- ❖ All items are limited to **sample size**.
 - ◆ Beverages limited to maximum of 2oz. serving of product in a maximum 4 oz container.
 - ◆ Food items limited to "bite size" or 1 oz.
 - ◆ Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar services) **must** be purchased from Utah Valley Convention Center Food Services.

Product(s) you wish to dispense: _____

Size of portion to be dispensed: _____

Proposed method of dispensing: _____

Please explain purpose of offering samples: _____

SERVICE REQUIRED

Food and Beverage for Sale: No beverage can be sold for on-site consumption. Food items may be sold based on approval from the Food and Beverage office. Written approval to sell food products must be given 14 days prior to the opening of the event.

Fees for food sales: One day show; \$150.00 for the day. Two day show; \$125.00 per day. Three day show; 100.00 per day.

Dry Storage: _____ No _____ Yes (\$150.00 per day) per pallet
 _____ Freezer _____ Refrigerator (\$50.00 per day)
 _____ 20 lb. bag of ice @ \$10.00 per bag

Approved _____
 Utah Valley Convention Center

Name of Event: _____ Date of Event: _____ Booth No. _____

Firm Name: _____ Phone No. _____

Address: _____

By: _____ Signature: _____ Date: _____
 (PRINT OR TYPE NAME & TITLE) CITY STATE ZIP CODE