



UTAH TRANSPORTATION CONFERENCE

Event Date:

October 24 - 26, 2023

QUICK FACTS

Dear UTAH TRANSPORTATION CONFERENCE Exhibitor:

JP DISPLAY convention services is pleased to be your Official Service Contractor for the Utah Transportation Conference on October 24– 26, 2023, at the Mountain America Exposition Center. The link and password to the Utah Transportation Conference online service kit has been emailed to the exhibiting representative to place additional furnishings, electrical, accessories and other services needed for your exhibit. If you have any questions or need anything, please contact us. We look forward to hearing from you!

Nicole Gray
JP Display Services Representative
801-523-7083-P 801-523-7093-F
orders@jdisplay.com

Alexa Peters
Exhibitor Services Representative
alexap@jdisplay.com

Rick Peters
Show Services Representative
rick@jdisplay.com

OFFICIAL SERVICE CONTRACTOR:

JP DISPLAY Convention Services
327 West Redberry Road
Draper, Utah 84070
Phone: 801-523-7083
orders@jdisplay.com
www.jdisplay.com

FACILITY:

Mountain America Exposition Center
9575 South State Street
Sandy, Utah 84070
Phone: 385 468 2260
www.visitsaltlake.com/mountain-america-expo-center.com

ORGANIZATION CONTACT:

UTAH TRANSPORTATION CONFERENCE
Amber Mortensen
Direct: 801 910 2171
udotannualconference@utah.gov

EXHIBITOR SCHEDULE

Vendor Move-In - Monday, October 23 – 8:00am – 5:00pm
Expo Hours – Tues, October 24 –7:00am –6:00pm, Wed, October 25 –7:00am –6:00pm & Thurs, October 26 –7:00am –2:15pm
Vendor Move-Out - Thursday, October 26 – 2:15pm – 4:00 pm

INCLUDED BOOTH EQUIPMENT: all inline booths of 10'x10' or larger unless otherwise informed.

Drape (Inline Booths Only):
8' Back Drape – Black
3' Side Drape – Black
Booth ID Sign

Furniture Package
1- Skirted Table
2- Padded Chairs
1- Waste basket
1-up to 500-Watt Electrical Outlet

Exhibit Hall is NOT carpeted.
Concrete flooring

Aisle Carpet-Black Roadway

SHIPPING EXHIBITION MATERIALS:

All materials sent to either the advance warehouse or direct to show site MUST use the shipping labels provided in the online service kit.

ADVANCE TO WAREHOUSE:

Between the dates – September 18 – October 18, 2023
Hours of operation Monday-Friday 8:00 am – 4:30 pm
UTAH TRANSPORTATION CONFERENCE
c/o JP DISPLAY
5630 WEST DANNON WAY
WEST JORDAN, UT 84081

DIRECT TO SHOW SITE:

Starting October 23 – 26, 2023
MOUNTAIN AMERICA EXPOSITION CENTER
c/o JP DISPLAY
UTAH TRANSPORTATION CONFERENCE
9575 SOUTH STATE STREET
SANDY, UT 84070

FACILITY PROVIDED SERVICES:

Internet, /Air/Water/Natural Gas: Please submit these forms in the manner requested by each provider. Order forms are located on www.visitsaltlake.com/mountain-america-expo-center.com under EXHIBIT – Order Online tabs.

QUICK FACTS

2023 Exhibitor Terms and Conditions

The information noted in the 2023 Terms and Conditions is subject to change. Please confirm any questions on these Terms and Conditions by emailing transportationconference@utah.gov.

Admission

Purchase of each booth space includes one complimentary registration which allows entry into the exhibit hall, all sessions, and meals. The contact person for the booth purchase does not get free entry into the exhibit hall. All booth staff and conference attendees must register.

No person under the age of 16 years old will be admitted in the exhibit hall during the installation and dismantling periods. All persons in the exhibit hall must have proper registration credentials.

The conference sessions, trade show and food/beverage functions are limited to attendees who have registered to attend the conference. Exhibitor personnel and all conference attendees are required to register for the conference and wear the provided badge throughout the conference duration.

Conference management reserves the right to withdraw the use of a badge used to gain admission to the exhibit hall by any person other than the one for whom it was assigned. Conference management reserves the right to refuse to admit and eject from the conference and exhibit hall any objectionable or undesirable person or persons; and on the exercise of this authority, the exhibitor, employees, and agents, hereby waive any right and claim of damages against conference management.

Booth Space Activities

Booth activities may not block the main walkway or adjacent exhibitors and must be contained in the designated booth space. Any activity conducted in a booth space that causes noise or disruption (i.e. games) must be approved by October 1, 2023 by the conference committee. Please request approval by sending an email to transportationconference@utah.gov.

Food and Beverages

Food and beverages inside the Mountain America Exposition Center is handled exclusively by Centerplate/Sodexo. Please contact Centerplate/Sodexo to request the Sampling Policy and Guidelines. For any requests or orders please contact Sheri Winkel (Sheri.Winkel@sodexo.com).

Violations:

Violations of the Food and Beverage Sampling Policies may result in the exhibitor paying fees or not being allowed to give away their food or beverage.

Drones/Unmanned Aerial Systems

Use of drones on the Mountain America Expo Center property is prohibited. For any questions, please contact transportationconference@utah.gov.

Additional Facility Rules

As an exhibitor at the Mountain America Exposition Center, you are required to comply with the facility's policies and procedures regarding fire safety, food samples, decorating, and other general operating policies. This requirement is imposed upon you as a subcontractor through your specific event contractor. Below are specific policies that we would like to bring to your attention. For a more

comprehensive list of policies, please visit [the Mountain America Exposition Center website](#). expo-center/ under Policies and Procedures.

Decals & Stickers

Adhesive-backed decals, stickers and chewing gum may not be distributed anywhere on the premises.

Decorations

Decorations are not permitted on ceilings, painted surfaces, columns, fabric, windows, decorative walls, or fire sprinklers. All decorative materials must be flameproof in accordance with fire regulations.

Fire Safety Rules & Regulations

The NFPA 101 Life Safety Code and the International Fire and Building Code are the established standards for review of occupancies and events at the Mountain America Exposition Center. The information contained in this outline is a summary of relevant provisions contained in these Codes, as well as standard operating procedures established in cooperation with the City Fire Marshal.

1. All curtains, drapes and decoration must be constructed of flameproof material, or be treated with an approved flame proofing solution. Treatment shall be renewed as often as may be necessary to maintain the flame-proofing effect.
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over side and rear divider draperies of booths, or attached to table skirting facing aisles, unless flameproofed.
3. All exits, hallways and aisles are to be kept clear and unobstructed at all times.
4. Storage of any kind behind the drapes or display walls or inside display areas is prohibited. All cartons, crates, containers and packing materials that are necessary for repacking shall be removed from the show floor. Consideration will be given for the storage of crates outside of the facility. Contact the Event Management Department for available areas.
5. No exit door shall be locked, bolted, or otherwise fastened or obstructed at any time the facility is open to the public. Moreover, it shall be unlawful to obstruct, or reduce passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
6. All sawdust and shavings shall be thoroughly treated with an approved flame-retardant product, stored, and maintained in a manner approved by the Fire Marshal. Hay and straw are not allowed in the facility.
7. Automobiles, trucks, tractors, machinery, and other motor vehicles utilizing flammable fuels, which are placed on display inside the facility shall have no more than $\frac{1}{4}$ tank or five gallons of fuel in the tank, whichever is less. All fuel tanks shall be locked or effectively sealed, and at least one battery cable disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicle from the building in the event of an emergency. All vehicles on display will be required to have a working smoke detector placed inside.
8. The use of liquefied petroleum gases (LPG) and/or propane and compressed natural gas (CNG) inside the building, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a 16-oz. non-refillable cylinder.
9. All trash and refuse shall be removed daily from the facility.
10. All electrical wiring shall be installed in a manner approved by facility management.
11. All standpipes shall be kept clear and unobstructed at all times.

12. All appliances fired by natural gas shall be approved by the facility Engineering Manager and Fire Marshal and be installed in accordance with NFPA 54 National Fuel Gas Code before being used.
13. The Fire Marshal must approve the use of welding and cutting equipment for demonstration purposes.
14. There shall be no obstruction blocking exit doors from the outside of the facility, such as vehicles parked in front of the doorways or barricades across sidewalks, etc.
15. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
16. No vehicles shall be parked in fire lanes outside the facility.
17. No flammable liquid or material shall be used or admitted inside of the facility except by approval of facility management and Fire Marshal. Prohibited materials include, but are not limited to, kerosene, motor fuel, explosives, cryogenic gases, etc.
18. Artificial lighting, such as lanterns and candles, etc., requires approval of the facility management and Fire Marshal.
19. The use of all gas-fired heating units, either portable or stationary, needs to be approved by facility management and Fire Marshal.
20. All aisles shall be maintained at a minimum of 10 (10) feet clearance unless otherwise approved in advance by facility management and the Fire Marshal.
21. All covered structures in excess of one hundred square feet in area shall be protected by an automatic smoke detection system approved by the Fire Marshal.
22. Any contractor that intends to use pyrotechnics in the facility shall hold a valid federal license issued by the US Bureau of Alcohol, Tobacco, and Firearms, for the use of "low explosives." A copy of this license shall be provided to the Event Management Department at least one month prior to the event date. The use of pyrotechnics within the licensed area shall be approved by the Show management who shall remain directly responsible to the facility for all activities as described in the Use License Agreement. A complete description of the pyrotechnic activity shall be prepared and submitted to the Facility 30 days in advance of the event and include the following information:
 - Permit for City Fire Department
 - Plots showing exact location, type, and number of devices
 - Protective materials and equipment for activities
 - Location and number of fire extinguishers for activity
 - Schedule of activities, number of certified pyrotechnic operators and their locations



Salt Palace Convention Center & Mountain America Exposition Center

OUTSIDE FOOD & BEVERAGE SAMPLING APPROVAL & WAIVER FORM

This form must be completed and returned to **SODEXO LIVE** for approval no less than (30) days prior to the event start date. **SODEXO LIVE** will provide written approval of the food and/or beverage arrangements to the exhibiting company within 7-10 business days.

Without SODEXO LIVE approval, outside sourced food and/or beverages will not be allowed on-site.

Name of Show _____ Date(s) of Show _____
Exhibiting Firm _____ Booth # _____
Address _____ City _____ State _____ Zip code _____
On-site Contact _____ Email _____ # _____

Product to be Distributed _____
How is it prepared _____
Type of equipment to be used _____
Portion size to be sampled _____ Portion size to be sold _____
*Will product be sold, sampled, or both? _____

**Please note any food/beverage sold is subject to a waiver/displacement fee*

APPROVED: _____
DAILY WAIVER SODEXO LIVE MGR. DATE
COMMENTS _____

RULES AND REGULATIONS

- All food & beverage items in the Exhibit Halls must be purchased through the Food and Beverage Department- **THIS INCLUDES BOTTLED WATER**
- **++ (current sales tax + 23% house service fee) applies to all waiver/displacement fees**
- All food & beverage waivers require full payment in advance. We accept America Express, MasterCard, Visa, or Company Check

General Conditions:

1. If applicable, the exhibitor must obtain a Temporary Food Permit from The Salt Lake Valley Health Department. SLVHD is located at 788 E. Wood Oak Lane Murray, UT 385.468.3845
 - a. The health department’s main concern with sampling is bare hand contact by workers and customers. If you are portioning your samples on site, gloves may not be enough. You may be required to have a hand washing station. Please contact SLVHD with any questions.
2. The product to be distributed must be the primary business of the exhibitor.
3. All items to be given away are limited to sample sizes:
 - a. **Food Samples-** “bite size” sample size
 - b. **Non-Alcoholic Beverage Samples-** 4 oz. maximum sample size
4. Alcoholic Beverage Samples- Alcoholic sampling is not permitted
5. Food and beverage items used to promote booth traffic **MUST** be purchased through SODEXO LIVE
6. Food and/or beverage may not be sold within either facility except by the exclusive Food Service Contractor, SODEXO LIVE.

If you have any questions, please contact your SODEXO LIVE sales manager.

--Please Retain a Copy for Your Records--

Please return form to your Catering Sales Manager: Sheri.Winkel@Sodexo.com, (385) 475-8312