



Utah Quilting & Sewing Marketplace

Recognizing the ideas, thoughts and artistic creations in the international sphere of quilting, sewing and creating with fiber.

UQSM 2019 Vendor Move-In
Wednesday, May 1st in Halls 3, 4 & 5
Mountain America Exposition Center
9575 So. State Street, Sandy, UT 84070
uqsmshow.com

About Your Booth

Basic Booth & Amenities: Your 10' x 10' booth comes with a white 8' high back drape and white 8' high side drapes. The booths are not carpeted. On corner booths, the side rails can be removed. Each vendor will also receive one 7" x 44" sign with the company name and booth number. If you pre-ordered a furniture package for an additional \$75, you will receive an 8' x 24"- skirted table, 2 chairs and a wastebasket.

Additional booth items including carpeting, tables, chairs and electricity can be rented from JP Display. Please note: The furniture package is a pre-order option ONLY. Furniture ordered on-site will cost more than the packaged price the show management is able to offer before the show. Utah is a "Right to Work" state and as such, vendors are not prohibited from providing their own carpeting and booth furnishings. Please refer to JP Display Vendor Manual (available on the show website after March 1, 2019) for ordering information and pricing. Note: The discount deadline for JP Display is April 13, 2019.

"Best Booth" Award

UQSM boasts the most friendly, professional and talented vendors of any quilt show in the nation! We would like to recognize and encourage this type of interaction as we work together to create the best possible event for our attendees. Thus, we are pleased to offer the 3rd annual "Best Booth" Award at UQSM 2019!

The winner will also receive a \$50 gift certificate to a nearby restaurant. In addition, the winner will receive the Booth Hop promotion free for UQSM 2020! (A \$75 value)

Criteria for Best Booth Award

- Booth set-up must comply with all vendor terms and conditions.

- Overall design and appearance (use of color, professional display, etc.)
- Friendliness and professionalism of staff within the booth.

General Vendor Information

Show Hours:

Thursday, May 2nd 10:00 AM – 6:00 PM

Friday, May 3rd 10:00 AM – 6:00 PM

Saturday, May 4th 10:00 AM – 4:00 PM

UQSM is located in Halls 3, 4 & 5. Vendors may enter the Marketplace one hour before the show opens each day. The only exception will be the opening day Thursday, which will be open two hours before opening, 7:00 AM – 9:00 AM.

Move-in and Move-out:

All vendors are required to check in with photo ID at the back entrance to Hall 4 to receive your vendor packet containing show badges before moving into your booth. Driving your vehicle to your booth will only be allowed until 11:00 on Wednesday. Vendors will then need to carry from the docks. (No exceptions)

ALL booths MUST be in place by 9 AM on Thursday, May 2nd and MUST not be removed until the show closes on Saturday, May 4th at 4 PM. Any vendor who has not begun booth set-up 60 minutes before the show opens on Thursday morning will lose the right to their booth, with no refund. Any vendor who moves out early or does not staff their booth during show hours will not be invited to participate in future years.

Move-In:

Wednesday, May 1st 7 AM to 8 PM

Thursday, May 2nd 7 AM to 9 AM

Early move-in Tuesday, April 30th from 1 PM to 4 PM by permission only

Contact: moana@downunderdiversions.com

Move Out:

Saturday, May 4th 4 PM to 9 PM (No one is to start dismantling their booth until the show (classes) closes at 4 PM). Once your booth is dismantled, find a show director, Jina Barney or Moana Burgess. They will check your booth and give you a wristband. This will allow your vehicle permission to drive onto the dock and into the Marketplace. This is to avoid congestion at the dock and to keep everyone safe.

Show Floor Business License & Proof of Insurance:

Show management will obtain a business license from Sandy, City to enable vendors to sell merchandise during the show. Vendors do not need to do anything in this regard. Vendors do not need to submit Proof of Insurance.

Temporary Sales Tax Number:

All vendors will be required to obtain a temporary sales tax number from the Utah State Tax Commission. A form with your assigned temporary tax ID # will be in your vendor registration packet on-site. All taxes due must be reported and remitted to the Utah State Tax Commission within 5 days after the close of the event. Utah State sales tax is currently 6.85% but is subject to change before the show dates. If vendors have a Charitable/Religious Exemption Number, they must remit this form with the exemption number on it.

Vendor Packets/Badges:

Vendor packets and badges will be available at the Vendor Registration desk located in the back at `hall 4 during all move-in hours. Each vendor will receive **2 badges per 10'x10' booth**.

Lost badges will cost vendors \$25 to replace—no exceptions. All badges must be picked up with photo ID.

“Clearance” & “Wholesale/Sale” Signs at Show Prohibited:

Vendors are not allowed to have “clearance” or “wholesale” signs or sale pricing in their booths. Other sale/discount signs need to be conservative, according to the discretion of show management.

Photography at the Show:

There is NO public photography allowed of vendor booths, products or displays within the booths without express permission from the vendor. Show management will inform attendees of the same through e-mail notifications and on-site signage. An official show photographer will be taking high-resolution pictures for our 2019/2020 advertising.

Carts, Dollies and Hand Trucks:

You must furnish your own equipment, unless the services of the Show Decorator are rented.

Rigging at the Show:

If rigging services are provided by anyone other than the Show Decorator it must be approved in advance. Written proof of liability insurance must be submitted to show management prior to move-in.

Loading/Unloading & Parking:

The Mountain America Expo Center is located at 9575 So. State Street in Sandy, Utah. Vendors may park temporarily on the East side of the Expo Center. Loading and unloading can be completed on the loading dock in back of Halls 3 & 4. Immediately after loading or unloading is completed, vendors must remove their vehicles and park in the parking lot on the West side of the Expo Center. Please note there is no overnight parking at the Mountain America Expo Center.

Limited trailer parking is available behind Halls 3, 4 & 5. Contact Moana at moana@downunderdiversions.com to request an overnight trailer parking pass.

Payment Deadlines

Payments:

Payment for all UQSM services (ads, booths, sponsorships and other promotions) is due in full no later than February 28, 2019. Vendors who reserve booths or other advertising after March 1, 2019 will be required to pay in full immediately. Payments will not be accepted on site. All credit cards and checks must clear before set-up at the show will be allowed. \$100 late fee for any payments received after February 28, 2019.

Additional Marketing Opportunities

Booth Hop Prizes:

Booth Hop prizes will be given away Thursday, Friday and Saturday. We would like to ask every vendor to participate by donating one or more items. Giveaways can be dropped off when you check in or left at the registration desk. Be sure to have your business card attached so we can give credit. There will be no shipping to winners because the winners will be required to be present to win and to take their prize home. If someone from out of state wins a big prize, we will send them to the UPS store, which is close by, so they can ship their items home.

Music Regulations:

Because of copyright laws, music will not be allowed at UQSM without prior written authorization from show management. If music is played at the show and a written authorization is not on file, you will be asked to stop using the music. If you use any music during the course of this show that is in violation of copyright laws you will be responsible for all claims, actions, costs and expenses that pertain to the violation.

Mountain America Exposition Center Information and Regulations:

For more information on Mountain America Expo Center Rules and Regulations please refer to <https://www.visitsaltlake.com/mountain-america-expo-center/>

Overnight Parking:

No vehicle is allowed to remain parked overnight at the Mountain America Expo Center, with the exception of trailers with an authorized parking pass. Vehicles left overnight will be subject to tickets and towing, per Sandy City ordinances.

Freight Delivery:

Mountain America Expo Center WILL NOT receive any freight. If you cannot be at the Mountain America Expo Center during move-in to receive your own freight, you may consign it to JP Display, and they will receive it for you at an additional charge. Please read and complete the form located in JP Display Vendor Manual to request this service. Please note, if having items sent to the venue, that the Mountain America Expo Center is actually located in the city of Sandy, a suburb of Salt Lake City. The zip code is 84070.

Telecommunication Services:

Telecommunication services including telephones, fax machines, computer rental and DSL services are available through the Mountain America Expo Center. For more information or to receive an order form for these services, please refer to the Mountain America Expo Center web site.

Electrical, Air & Water:

All electrical, air & water services must be ordered in advance through JP Display. Note: The Mountain America Expo Center and JP Display will complete an electrical audit during the show to make sure everything is plugged in properly and charged to the correct vendor.

Food and Beverage:

No food or beverage of any kind may be brought or delivered into the building or to the exterior grounds, parking lots, or loading docks. Vendors must purchase their food from the Mountain America Expo Center's official caterer, Utah Food Services. Show management will also post signs asking attendees to refrain from bringing food or drink out of the concessions area into the Marketplace or Quilt Displays.

Vendors may have food samples in their booths for attendees, if the sample is a maximum of 2 oz. in a 3 oz. or smaller container, and if the food items are limited to "bite-size" and if approval from Utah Food Services is given in advance. For a Sampling Form please contact moana@downunderdiversions.com.

Note: Forms must be approved 4 weeks in advance of the show dates.

Smoking:

The Mountain America Expo Center is a non-smoking facility, in compliance with Utah's Clean Air Act. There is an ash tray behind Hall 1 (southeast end of the building) and smoking is allowed there, outside, in the loading dock area behind Hall 1 or outside the front entrance to the building. Smoking is not permitted outside of loading docks 3 or 4 near the quilt display.

Security:

Security is provided in the building 24 hours. The Marketplace and Quilt Display will be under 24-hour security. However, there is no guarantee for lost or stolen items from the show floor. Please keep tight control of your booth items during move-in, move-out and all show hours. It is the responsibility of each vendor to obtain insurance to cover exhibit material against damage and loss.

Balloons:

No balloons allowed in the building.

Fire Safety:

No open flames are allowed. All drapes, curtains, table coverings, skirts, carpet or any materials used in exhibits must be fireproof and conform to Sandy City Fire Department regulations.

Lost & Found:

Lost & found is located in the Mountain America security office, which is located next to Hall 1.

Wifi:

Please contact Mountain America Expo Center.