



Event date: April 29-May 1, 2015

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

Dear Exhibitor,

We are pleased to inform you that Utah Valley Convention Center has been selected by the Show Management as the official Service Contractor for the **Utah Association of Counties Annual Conference**. In order 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 advanced will be at a lower cost. **To receive the discounts, all orders must be placed by Monday April 20, 2015. 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 Adam Roe, Show Manager, Utah Valley Convention Center at:

Phone: (801)851-2210

Fax: (801) 851-2220

aroe@utahvalleycc.com

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

Jenessa Davis

Phone: (801) 755-3808

jenessa@uacnet.org

---

For information on the Utah Valley Convention Center please visit their website at

[www.UtahValleyConventionCenter.com](http://www.UtahValleyConventionCenter.com)





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, American Express, and Discover.
- 2.** Credit will not be given for unused services that were installed.
- 3.** Quantities of services may be limited. Place order early to ensure availability.
- 4.** Some services may not be available the day of 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 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 on 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 exhibitor prior to the close of the show.
- 12.** Payment in full must be rendered on all orders when 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 may be sold without permission from the Utah Valley Convention Center Director of Food and Beverage.

- 14.** No outside food and beverage is allowed in the Utah Valley Convention Center. If requested by promoter, 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 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. 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. 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 on the street or in one of two lots on the north side of 100 North, north of the UVCC. 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) 851-2210 FAX: (801) 851-2220  
[aroe@utahvalleycc.com](mailto:aroe@utahvalleycc.com)



## ELECTRICAL

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

EQUIPMENT	QTY	14 DAY ADV PRICE	REG PRICE	TOTAL	24 HR POWER
-----------	-----	------------------	-----------	-------	-------------

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

120 V-SINGLE PHASE 10 AMPS (960 WATTS)		\$ 65	\$ 90		Y or N
120 V-SINGLE PHASE 20 AMPS (1920 WATTS)		\$ 90	\$ 115		Y or N
208 V-THREE PHASE 30 AMPS		\$ 250	\$ 300		Y or N
208 V-Single PHASE 30 AMPS		\$ 200	\$ 250		
208 V-SINGLE PHASE 50 AMPS		\$ 300	\$ 350		Y or N
208 V-THREE PHASE 50 AMPS		\$ 350	\$ 400		Y or N
208 V-SINGLE PHASE 100 AMPS		\$ 400	\$ 500		Y or N
208 V-THREE PHASE 100 AMPS		\$ 450	\$ 550		Y or N
24 HOUR POWER = TOTAL PRICE OF OUTLETS _____ X .5					

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

Please make checks payable to:  
Utah Valley Convention Center

**Total Sales**


**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.**

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) 851-2210 FAX: (801) 851-2220

[aroe@utahvalleycc.com](mailto:aroe@utahvalleycc.com)



## TELECOMMUNICATIONS / AUDIO VISUAL

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

EQUIPMENT	QTY	14 DAY ADV PRICE	REG PRICE	TOTAL
-----------	-----	---------------------	-----------	-------

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

		FREE	FREE	
*WIRELESS INTERNET				
*WIRED INTERNET CONNECTION		\$ 75	\$ 100	
*(8) PORT SWITCH		\$ 100	\$ 125	
*ANALOG PHONE LINE		\$ 100	\$ 150	
*CONFERENCE CALL PHONE WITH LINE		\$ 150	\$ 200	
*CABLE TV (TV must be cable ready)		\$ 50	\$ 75	
*6'x6' TRIPOD PROJECTION SCREEN W/SKIRT		\$ 50	\$ 75	
*3000 LUMEN PROJECTOR		\$ 300	\$ 350	
32" LCD HD Monitor/TV – tabletop		\$ 80	\$ 120	
42" LCD HD Monitor/TV – adjustable height floor stand		\$ 175	\$ 250	

**All telephone connections require that you dial 9 to get**

Please make checks payable to:  
Utah Valley Convention Center

\* ALL ABOVE PRICING IS PER DAY PRICING

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

<b>Total Sales</b>	\$

**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.**

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

## **SCENIC SOLUTIONS**

328 South 1250 West • Lindon, UT 84042  
(801) 796-0400 • Fax (801)796-0523  
Email: sales@ssiarts.com  
www.ssiarts.com

### **Dear Exhibitor:**

Scenic Solutions is proud to provide professional drayage services at your upcoming Utah Valley Convention Center Event. After reading through the following information, feel free to contact us for more information about this service.

Scenic Solutions will coordinate with you to receive, temporarily store, and deliver your shipments and packages to your booth located at the Utah Valley Convention Center.

All orders must be accompanied with valid credit card information in order to authorize processing. Your credit card will be billed at the close of the event to cover all the final charges.

If you require our services please review the following information packet and fax back the **Drayage Service Order Form** and **Credit Card Authorization Form** to (801) 796-0523.

### **Enclosed you will find:**

- Material Handling Information
- Drayage Service Order Form AND Credit Card Authorization Form
- Shipping labels

In order for us to provide you with the best possible service, please be sure to fax us copies of Bills of Lading for all shipments inbound to Scenic Solutions.

## **DRAYAGE SERVICE**

***Exhibitor is responsible for making prepaid inbound and outbound shipping arrangements; collect shipments or shipments billed to Scenic Solutions or the Convention Center will not be accepted.***

**The fees outlined below include receiving, temporarily storing, and delivering your shipments and packages to your booth located at the Utah Valley Convention Center.**

### **Delivery and Pick Up Shipping Address:**

#### **UTAH VALLEY CONVENTION CENTER**

c/o Scenic Solutions

328 South 1250 West

Lindon, UT 84042

(801) 796.0400

**ATTN: (Name of Exhibitor, Booth Number, & Name of Event)**

### **PLEASE SEND COPY OF INBOUND BILL of LADING FOR TRACKING PURPOSES.**

**Inbound Shipments:** Scenic Solutions will receive shipments and provide up to 14 days storage prior to the event.

Shipments will be accepted weekdays (excluding holidays) 9 a.m. to 4 p.m.

**Outbound Shipments: Exhibitors *must* provide a Bill of Lading.** Exhibitors must arrange to have materials picked up at Scenic Solutions

### **RATES**

\$50.00 per 100 lbs for all crated and palletize goods

\$68.00 per 100 lbs for all special handling, uncrated items, unboxed items, machinery/heavy equipment or blanket wrapped items.

- All shipments are subject to a
  - **\$100.00 minimum charge (200 lbs minimum) OR**
  - **\$68.00 per 100lbs \$136 minimum charge (200 lbs minimum)**
- Each shipment received is charged separately. Cumulative weights are not allowed on minimums. Additional charge of \$22.00 per 100 lbs will be added to shipments that arrive before or after the designated acceptance times.

### **DELIVERY DEADLINE**

Advance shipments to warehouse that are not received at least five (5) days prior to show to show move-in and any direct to show-site shipments that arrive before or after designated acceptance times are subject to a \$22.00 per 100 lbs surcharge.

## **GUIDELINES FOR DRAYAGE SERVICE**

### **How to Ship to Scenic Solutions Warehouse:**

- Remove all old shipping and empty storage labels.
- Complete enclosed Drayage Service Order Form and Credit Card Authorization Form
- Fill out and attach Shipping Label(s)
- Confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a Bill of Lading showing number of pieces, weight and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to make sure your shipment(s) is properly packed (Scenic Solutions is not responsible for any damage that occurs in shipping.)
- Please contact Scenic Solutions prior to shipping any uncrated or blanket wrap items to warehouse.
- **Do not send perishable items or items that need to be refrigerated or frozen to Scenic Solutions.** See information from the Utah Valley Convention Center for details on this service.

### **Freight Carriers:**

- Select a carrier with trade show experience. Make 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" delivery hours.
- Make sure your carrier is committed to and capable of meeting target dates and times.
- Make sure to plan not only for your shipment to the show, but for your return shipment as well.

### **Tracking Shipments:**

- Confirm delivery date and time with your carrier and have all necessary shipping information in the hands of your onsite representative.
- Be sure to know who to call to track your shipment should it not arrive at your anticipated time.

### **Damage:**

- Relative to shipments consigned to Scenic Solutions warehouse, will exercise all possible diligence and care in receiving, handling and transporting your shipment.
- Scenic Solutions shall not be liable for loss or damage from fire, natural disaster or contingencies beyond the control of Scenic Solutions.

### **Estimating Material Handling Charges:**

- Material Handling charges are based on the weight of the freight. Shipments are billed in increments of 100 lbs and are rounded **UP** to the nearest hundred. There is a minimum charge of 200 lbs on many shipments.
- Scenic Solutions must have the Credit Card Authorization on file to receive any shipments. **Scenic Solutions cannot and will not accept collect shipments.**
- Crated and uncrated shipments must have separate weight tickets. Failure to separate crated and uncrated shipments will result in the entire shipment being classified and charged at the uncrated/special handling rate.



- Crated Materials are materials that are skidded, crated or is in any type of container that can be unloaded at dock level with no additional handling required.
- Uncrated/Special Handling Materials are materials that are loose, not skidded, pad wrapped, cannot be unloaded at dock level or any item without proper lifting bars or hooks.

**Machinery Labor and Equipment:**

Labor and equipment for uncrating, un-skidding, positioning, leveling, installing, dismantling, re-crating and re-skidding must be ordered separately.

**Storing Empty Containers:**

- Properly labeled empty shipping containers will be picked up from your booth space and stored.
- They will be returned to you as quickly as possible following the close of the show and removal of any decor items that may be damaged by the transportation of empty containers.
- Depending on the size of the show, it can take between two and eight hours to return all empty containers. Please plan accordingly.
- Do not store any materials or valuables in containers marked "empty." Scenic Solutions has no liability for items sent to empty storage in crates. Empty crate storage should not be considered secure storage.

**Outbound Shipments:**

- Each outbound shipment must have a completed Bill of Lading accompanying the shipment.
- An exhibitor representative should remain onsite to insure that your shipment is picked up.
- Any shipments that remain onsite past the outbound shipping deadline will be forced on Scenic Solutions carrier of choice and the exhibitor billed accordingly.

**DRAYAGE SERVICE ORDER FORM**

**EVENT** \_\_\_\_\_

**Load in/Strike DATE and time** \_\_\_\_\_ / \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_, Booth # \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Carrier: \_\_\_\_\_

Total Number of Packages: \_\_\_\_\_

Total Weight: \_\_\_\_\_

Description: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

**Please complete form and fax to (801) 796-0523**

---

**Credit Card Authorization**

To have orders charged to a Credit Card Account, please complete the information requested below and return this form with your order(s). Credit Card orders are subject to credit approval.

I, \_\_\_\_\_, hereby authorize Scenic Solutions to charge my credit card for all local drayage related services.

**Type of Credit Card:** Visa MasterCard Discover Amex

**Credit Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth # \_\_\_\_\_

Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete form and fax to (801) 796-0523**

**Will you require drayage assistance at strike?**

**SHIPPING LABELS** (Please feel free to make copies of labels as needed)

---

**Ship C/O:**     **SCENIC SOLTUIONS**  
                  **328 South 1250 West**  
                  **Lindon, UT 84042**

UTAH VALLEY CONVENTION CENTER  
Event: \_\_\_\_\_  
Exhibitor: \_\_\_\_\_  
Booth Number: \_\_\_\_\_  
Number of Pieces: \_\_\_\_\_  
Carrier: \_\_\_\_\_

---

---

**Ship C/O:**     **SCENIC SOLTUIONS**  
                  **328 South 1250 West**  
                  **Lindon, UT 84042**

UTAH VALLEY CONVENTION CENTER  
Event: \_\_\_\_\_  
Exhibitor: \_\_\_\_\_  
Booth Number: \_\_\_\_\_  
Number of Pieces: \_\_\_\_\_  
Carrier: \_\_\_\_\_

---

---

**Ship C/O:**     **SCENIC SOLTUIONS**  
                  **328 South 1250 West**  
                  **Lindon, UT 84042**

UTAH VALLEY CONVENTION CENTER  
Event: \_\_\_\_\_  
Exhibitor: \_\_\_\_\_  
Booth Number: \_\_\_\_\_  
Number of Pieces: \_\_\_\_\_  
Carrier: \_\_\_\_\_

---

---