

What a Woman Wants Show

What A Women Wants show
South Towne Expo Center
9575 South State Street, Sandy
Friday 10-8 & Saturday 10-6

SETUP: Setup is Thursday from Noon until 7 p.m. Carry in only on Friday starting at 9:00 a.m. Bring a dolly if you need one there are none there to rent. Your booth comes with pipe and drape, a skirted table, 2 chairs, a company identification sign 7" x 30", wastebasket.

PARKING: Park in the back of the exhibit hall so customers will have a place to park out front. Overflow parking is across State Street in front of Workers Compensation and north at Jordan Commons.

POWER: Call GES Services at 801-656-1944 for rates and to get your power connection.

INTERNET & PHONE LINE: Questions, call 801-565-4411 or see order form in this packet.

TICKETS: You will receive 50 **free** tickets with each 10x10 booth you purchase. Distribute these **before** you come to the show to insure HIGH TRAFFIC volume. If each vendor passes out their tickets..we could have over 25,000 people! You also have 2 posters in your kit. Please put them at your place of business or a store that is near by that gets a lot of traffic.

Bag Stuffing: We will be stuffing 2000 bags for the Early Birds. Please provide a coupon, magnet or item smaller than 8 1/2 x 11 Thursday at noon. Bag stuffing starts at 1:00 and your item needs to be there or you need to provide a person to insert them into the bag.

SELLING: Please list your prices for any services offered at the show. If you are offering a free service, please note that as well. Selling is permitted and encouraged at the show. Utah State Tax Commission will be around before the show on Friday with information. You must fill the form out and return it within 10 days to avoid a penalty.

MOVE IN & OUT: Exhibitors must man their booths at all show hours, we will not responsible for stolen items. All floors must be covered with carpet, wood or foam and tables covered. All materials used in exhibits must be fire retardants. No **paper** banners allowed, vinyl is accepted. No straw or hay bales. All accounts must be paid in full **before** you move in. Early move out is prohibited. Carpet must be rolled up on isles before carts can roll out and exit the building. You can drive in to load out after the carpet is up, it usually takes 20 minutes.

There should be no hazardous material of any kind brought onto the premises of the South Towne expo center. Exhibits must meet safety and fire regulations. The Fire Marshall or authorized agent reserves the right to confiscate or demand removal of any exhibit materials not meeting regulations.

SECURITY:

- Media One will not be responsible for theft that may occur at the show.
- Use common sense to make sure your merchandise and equipment are protected.
- Cover and lock items on display after setup is complete.
- Lock-up or take home expensive items overnight.

- The expo is open to the public. The responsibility for safeguarding your exhibit is yours.

DRAWINGS: We will be making hourly announcements of winners. Please have what you would like to give a way **written on a business card** along with what time and day you would like to have it given away and your booth number. You can drop your cards off when you check in on Thursday at the information booth. We will be giving all prizes away the days of the event.

OPENING: The doors for vendors will open at 9:00 a.m. **Vendor shopping hour** is Saturday from 9:00 a.m. until 10:00 a.m. This allows you time to browse and shop at the show before it gets started. The show will open to the public at 10:00 a.m. on Friday and Saturday. Please offer Early Bird Special from 10-12 a.m. on Saturday. To get the most out of the two days stand up and talk with people! **Your staff must remain within the 10x10 perimeters of your booth. 3 people is the maximum per 10x10 space.** Microphones must be low as not to disturb your neighbors.

Independent Business Owners: Please promote your products and after the sell make an appointment to get to know your customer better! It gets overwhelming for customers when everyone wants them to join in their business at the show.

FOOD ITEMS: There is a policy from Utah Food Services of **NO water bottles** or food larger than one ounce to be passed out unless the item is purchased from them. Please see forms attached for sampling or selling food items. If you have a food item, a fee will need to be paid the Utah Food Services. Individually wrapped candy of 1 oz or less is acceptable. All drinks that are sampled need to be in a 2 ounce Dixie Cup. See additional form in the packet for additional information.

MEALS: The concession stand will be open for food or drink purchases during the show. You can order them in advance by visiting their website www.utahfoodservices.com click on Conventions and then Exhibitor booth menu.

BALLOONS: There are to be no balloons unless weighted down and tethered or helium tanks allowed at the South Towne Expo Center.

ALCOHOL: **No selling or drinking alcohol** of any kind is allowed on the South Towne Expo Center premises.

TEAR DOWN: is Saturday night 6:00 – 10:00 p.m. Please don't take down early. It looks unprofessional and you never know the best customer might be there at the end of the show!

Questions? Please call or email me at 801-204-6831 or mbowcut@mediaoneutah.com