

**2008 UEA CONVENTION AND EDUCATION EXPOSITION**  
**South Towne Exposition Center – October 16-17, 2008**

**EXHIBITOR'S CONTRACT FOR SPACE**

**Exhibitor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
(Company Name Exactly As It Should Appear In Program Book and On Exhibitor Booth Sign)  
**Address:** \_\_\_\_\_ **City, State & Zip Code:** \_\_\_\_\_  
**Representative:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

**Allotment of Space:** We hereby contract for space in the South Towne Exposition Center, Sandy, Utah, designated on the Floor Plan of Booths as Space No(s). \_\_\_\_\_ for the purpose of displaying and demonstrating equipment, supplies, or services manufactured or distributed by us during the 2008 Utah Education Association ("UEA") Convention and Education Exposition, Thursday and Friday, October 16-17, 2008.

**Payment and Fee Requirements:**

- ◆ Cash or check preferred; we accept VISA, MasterCard, and American Express.
- ◆ A guaranteed form of payment is required upon reservation.
- ◆ **Preferential placement will be considered for returning participants who submit an Exhibitor's Contract For Space prior to April 15, 2008.**
- ◆ Full payment is due on or before August 15, 2008.
- ◆ Fees not paid in full by August 15, 2008, will be automatically charged to a credit card; failure to provide full payment or a credit card by August 15, can result in cancellation of reserved space.
- ◆ Reservations received after August 25, 2008, will be charged the booth fee plus a \$25 late fee which is due at the time reservations are made.
- ◆ **NO cancellations or refunds after August 25, 2008.**

We agree to pay on or before August 15, 2008, the sum of \$ \_\_\_\_\_ for the use of this space.  
A. \$400 for entrance booth spaces. (limited spaces available)  
B. \$375 for cross aisle and corner booth spaces. (limited spaces available)  
C. \$350 for all other booth locations.

**Credit Card Information Required**

\_\_\_\_\_ VISA                      \_\_\_\_\_ MasterCard  
\_\_\_\_\_ American Express  
Card #: \_\_\_\_\_  
Exp. Date: \_\_\_\_\_  
Cardholder's Name: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
\_\_\_\_\_  
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**Check Information**

Check payment enclosed in the amount of \$ \_\_\_\_\_.  
\_\_\_\_\_

**Cancellations: No refunds or cancellations will be accepted after August 25, 2008.**

Space allotted and not occupied for the purpose set forth above before 8 a.m., on October 16, 2008, shall revert to the UEA to be re-let and occupied in any manner and for such purposes as the Exhibit Manager shall see fit; in such event all payments made hereunder shall be retained by the UEA as liquidated damages, and this contract shall be null and void.

**Sales Tax:** Utah sales tax shall be collected from consumers on all sales at the convention. A Temporary Sales Tax License will be issued to all convention exhibitors by a Tax Commission Agent at the beginning of the show. The sales tax cannot be paid with your quarterly sales tax return even though you have a business location within the city limits. If you have any questions, please contact the Special Event Unit of the Utah State Tax Commission, 210 North 1950 West, Salt Lake City, Utah 84134, telephone (801) 297-6303 or 800-662-4335, ext. 6303.

**Exhibits:** Exhibitor will arrange and install exhibit in the space allotted and agrees that such installation will be started not earlier than 8 a.m., Wednesday, October 15, 2008, and will be completed no later than 8 a.m., Thursday, October 16, 2008. It is further understood that all exhibits will be removed by Exhibitor from the South Towne Exposition Center not later than 9:59 p.m., Friday, October 17, 2008, and that Exhibitor will leave the space allotted free from debris. It is Exhibitor's duty and responsibility at its sole cost and expense to install and put into place the exhibit before the opening of the exhibition and to dismantle and remove the exhibit immediately after the close of the exhibition. It is understood that the UEA reserves the right to reject any exhibit not deemed to be advisable or appropriate.

**Exhibitors agree to the following: (please initial)**

- \_\_\_\_\_ EXHIBIT HOURS MUST BE STRICTLY OBSERVED. They are 8 a.m. – 5 p.m., October 16; and 9 a.m. – 3 p.m., October 17, 2008. Exhibitors agree to keep their exhibit intact and supervised until 3 p.m., October 17, 2008.
- \_\_\_\_\_ Exhibitors must keep all materials, displays, and advertisements within their designated exhibit space.
- \_\_\_\_\_ Distribution of flyers outside the designated exhibit space is prohibited.
- \_\_\_\_\_ UEA strongly advises against the use of helium-filled balloons. Any exhibitor using helium-filled balloons agrees to pay any and all costs associated with the removal of balloons which escape or are released into the exhibit halls.
- \_\_\_\_\_ Exhibitors are required to comply with Fire Code restriction of nonflammable draping and meet any other requirements the Fire Marshal deems necessary.

**Exhibitor's Warranties:** It is understood that all exhibit material will be delivered, maintained, and removed at Exhibitor's sole risk of all loss and damage whatsoever and that neither the UEA nor members of the UEA shall be liable or responsible for any loss, damage, death, or injury from any cause, whatsoever. All claims for any such loss, damage, death, or injury are expressly waived by Exhibitor, and Exhibitor warrants that Exhibitor will forever indemnify, save harmless, and defend the UEA from and against any and all claims, demands, suits, persons, or property arising out of, or in connection with, the exhibit or occupancy of the space allotted under this agreement. The undersigned agrees to pay costs and reasonable attorney's fees if the UEA prevails in an action against the undersigned brought to enforce any provision of this contract. (1/06)

**Accepted by Exhibitor:**  
Signature of Representative: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Accepted by:**  
UTAH EDUCATION ASSOCIATION  
By: \_\_\_\_\_  
Date: \_\_\_\_\_

*A completed copy of this contract will be mailed to you by UEA.*  
Return to: Janet Towers, Exhibit Manager, UEA, 875 East 5180 South, Murray, UT 84107. Phone: (801) 266-4461, ext. 108. FAX: (801) 265-2249.  
E-mail address: janet.towers@utea.org