



Dear Utah ACTE Partner:

September, 2019

We are excited to invite you to participate as a vendor in the Annual Utah ACTE Winter Conference for Career and Technical Education (CTE) in the state of Utah. Please mark your calendar with the information below and plan to join us.

**Utah ACTE Annual Conference**  
**January 31 - February 1, 2020**  
**Riverton High School**  
**12476 S. Silverwolf Way**  
**Riverton, UT 84065**

We anticipate approximately 1200 CTE educators, including administrators, counselors, and work-based learning coordinators to attend from the state of Utah. Our theme for this conference is *“Come Together”*. Registration will begin at 4:30 p.m. Friday, January 31st with the general opening and interest sessions running from 4:30 - 8:00. This time on Friday is a great time for conference attendees to visit the exhibitors. The conference will end on Saturday, February 1st at 3:00 p.m. with the conclusion of the general session.

The Exhibitor registration and advertisement information for the conference is enclosed. This packet includes information that you will need to join us at our conference as we help to shape the future of the students in the state of Utah. Should more specific information be required, please contact Tom Meeks at [tmeeksjr@alpinedistrict.org](mailto:tmeeksjr@alpinedistrict.org)

**EXHIBITOR INFORMATION:**

1. The trade show will be located in the commons area of the school. This will be a high traffic area of the conference where every participant will pass through several times. (See conference schedule below for details.)
2. **Exhibitors can begin set up at 3:00 p.m. on Friday, January 31. Please note school is in session this day and you will not be able to enter the building until 3:00. Take down should be done Saturday after 1:30 p.m.**
3. Exhibitors should check in at the conference exhibitor table in the commons area upon arrival to locate where to set up your exhibit.
4. There will be no security available in the high school overnight. The Jordan School District, Riverton High School and the Utah ACTE organization do not assume responsibility for lost, theft, or damage to any items used in your exhibit.
5. Please email a company logo (vector file or high resolution) for the vendor page in the Conference program to BOTH [tmeeksjr@alpinedistrict.org](mailto:tmeeksjr@alpinedistrict.org) and [kincaidjanessa@gmail.com](mailto:kincaidjanessa@gmail.com)
6. **Please have registration form completed and sent back by December 20, 2019.**  
**Note: Conference Special Discount of \$25 off if payment and application is in by November 1. Does not apply to Non Profit organization pricing**

**EXHIBITOR MAILING INSTRUCTIONS**

Mail or ship packages to:

**Riverton High School  
C/O Buffy Blunck  
HOLD FOR UACTE Conference 1/31/2020  
12476 S. Silverwolf Way,  
Riverton, UT 84065  
School main office (801) 256-5800**

**\* For question regarding sending packages please contact Buffy Blunk:  
email - [buffy.blunck@jordandistrict.org](mailto:buffy.blunck@jordandistrict.org)  
work # - 891-256-5886**

**CONFERENCE SCHEDULE:**

**Friday, January 31**

4:30-8:00 pm **Vendor Trade Show**  
4:30-5:30 pm **Registration/Dinner/Visit Vendors**  
5:30-6:15 pm General Opening Sessions  
6:25-7:10 pm General Interest Session 1  
7:15-8:00 pm General Interest Session 2

**Saturday, February 1**

7:30-8:00 am **Registration/Visit Vendors**  
8:00-9:00 am Session 1  
9:05-10:05 am Session 2  
10:05-10:20 am **Drink Break/Visit Vendors**  
10:20-11:20 am Session 3  
11:25-12:25 pm **Lunch/Visit Vendors/Division Business mtg**  
12:30-1:30 pm **Lunch/Visit Vendors/Division Business mtg**  
1:35-3:00 pm Closing Session - Keynote

**THANK YOU FOR CHOOSING TO SUPPORT OUR CONFERENCE!  
WE ARE EXCITED TO HAVE YOU BE A PART OF THIS GREAT EVENT!**

Sincerely,



Thomas Meeks  
Utah ATCTE Exhibit Coordinator  
[tmeeksjr@alpinedistrict.org](mailto:tmeeksjr@alpinedistrict.org)

Please Return By  
December 20, 2019

UTAH ACTE ANNUAL CONFERENCE 2019  
RIVERTON HIGH SCHOOL  
JANUARY 31 - FEBRUARY 1, 2020  
EXHIBITOR DISPLAY REGISTRATION FORM

Please Return By  
December 20, 2019

Date: \_\_\_\_\_ Person responsible for display: \_\_\_\_\_

Organization: \_\_\_\_\_

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

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

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

Total number of people at display: \_\_\_\_\_ Email: \_\_\_\_\_

**Exhibitors Space Costs (Check all that apply)**

**Option A Single Space (Conference Special: \$175 if payment is received by November 1)**  
\$200 Space includes 1 table (2' x 6') and chairs plus dinner on Friday and lunch on Saturday

**Option B Double Space (Conference Special: \$275 if payment is received by November 1)**  
\$300 Space includes 2 tables (2' x 6') and chairs plus dinner on Friday and lunch on Saturday

**Option C Non-Profit Organizations**  
**\$100 Space includes 1 tables (2' x 6')** and chairs plus dinner on Friday and lunch on Saturday

Need access to electricity **Extension cords are NOT provided.**

We would like to donate the following door prizes to be given out during the division business meetings on Saturday.  
Please have any donations to the vendor coordinator, Tom Meeks Friday evening by 8:00 pm.

Division donations go to (circle division):

FACS    Tech & Engineering    Skill and Technical    Business    Agriculture    Health Science  
IT    Work Base Learning    Administration    Marketing    Guidance

Gift Donated: \_\_\_\_\_

**Program Advertisement Cost**

We would like to place an advertisement in the UACTE Winter Conference Program. Ads are due in digital format by **December 20, 2019** to allow for printing of the conference program. Please send advertisement to BOTH emails below [tmeeksjr@alpinedistrict.org](mailto:tmeeksjr@alpinedistrict.org) and [kincaidjanessa@gmail.com](mailto:kincaidjanessa@gmail.com)

**Rates for Ads: (See following page for add layout options)**

- \$150 1/4 page (5 x 3 7/8)
- \$250 1/2 page (5 x 8)
- \$450 Full page - Two side by side (5 x 8)

Make CHECK payable to Utah ACTE  
Fed. ID #87-0302142

**Please return this form and payment by December 20 to:**

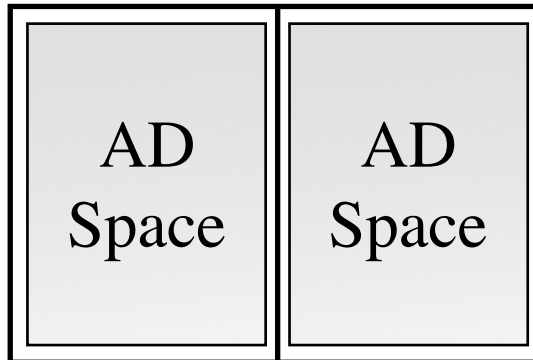
Thomas Meeks  
UACTE Trade Show Coordinator  
1371 S 2900 E  
Spanish Fork, UT 84660  
[tmeeksjr@alpinedistrict.org](mailto:tmeeksjr@alpinedistrict.org)

**Please complete information below:**

<b>Make checks payable to UACTE</b>	
Option A Exhibitor Space	\$ _____
Option B Exhibitor Space	\$ _____
Option C Exhibitor Space	\$ _____
Advertisement	\$ _____
Total Included	\$ _____

# Program Ad Layouts

The actual program size will be a 5 1/2" x 8 1/2" booklet



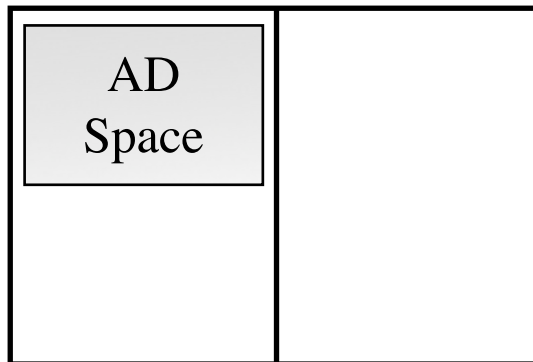
Full page ad equals (2) 5" x 8" ad space side by side

Cost \$450



Half page ad equals (1) 5" x 8" ad space

Cost \$250



Quarter page ad equals (1) 5" x 3 7/8" ad space

Cost \$150