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

**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 and 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
   work # - 891-256-5886

CONFERENCE SCHEDULE:

**Friday, January 31**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:30-8:00 pm</td>
<td>Vendor Trade Show</td>
</tr>
<tr>
<td>4:30-5:30 pm</td>
<td>Registration/Dinner/Visit Vendors</td>
</tr>
<tr>
<td>5:30-6:15 pm</td>
<td>General Opening Sessions</td>
</tr>
<tr>
<td>6:25-7:10 pm</td>
<td>General Interest Session 1</td>
</tr>
<tr>
<td>7:15-8:00 pm</td>
<td>General Interest Session 2</td>
</tr>
</tbody>
</table>

**Saturday, February 1**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30-8:00 am</td>
<td>Registration/Visit Vendors</td>
</tr>
<tr>
<td>8:00-9:00 am</td>
<td>Session 1</td>
</tr>
<tr>
<td>9:05-10:05 am</td>
<td>Session 2</td>
</tr>
<tr>
<td>10:05-10:20 am</td>
<td>Drink Break/Visit Vendors</td>
</tr>
<tr>
<td>10:20-11:20 am</td>
<td>Session 3</td>
</tr>
<tr>
<td>11:25-12:25 pm</td>
<td>Lunch/Visit Vendors/Division Business mtg</td>
</tr>
<tr>
<td>12:30-1:30 pm</td>
<td>Lunch/Visit Vendors/Division Business mtg</td>
</tr>
<tr>
<td>1:35-3:00 pm</td>
<td>Closing Session - Keynote</td>
</tr>
</tbody>
</table>

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

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

[ ] 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 and 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 complete information below:

Make checks payable to UACTE

Option A Exhibitor Space $______
Option B Exhibitor Space $______
Option C Exhibitor Space $______

Advertisement $______

Total Included $______

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
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