



Dear Utah ACTE Partner:

September 2022

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

February 3 - 4, 2023

Bingham High School

2160 Jordan Pkwy

South Jordan, UT 84095

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 *"You Make The Difference"*.

Registration begin at 4:30 pm Friday, February 3rd with the general opening and interest sessions running from 4:30 - 8:00. The time on Friday is a great opportunity for conference attendees to visit the vendor exhibits. The conference ends on Saturday afternoon, February 4th with the conclusion of a 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

UtahACTEvendors@gmail.com

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 pm on Friday, February 4th. 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 2:00 pm**
3. Exhibitors check in at the conference exhibitor table on the north end of the commons main hall 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, Bingham High School and the Utah ACTE organization do not assume responsibility for loss, 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 UtahACTEvendors@gmail.com

6. **Please have registration form completed and sent back by December 16, 2022.**

Note: Conference Special Vendor Discount of \$50 off only if payment and application is received by November 16, 2022.

EXHIBITOR MAILING INSTRUCTIONS

Mail or ship packages to:

**Bingham High School
C/O Pepper Poulsen
HOLD FOR UTAH ACTE CONFERENCE 2/03/2023
2160 Jordan Pkwy
South Jordan, UT 84095
School main office (801) 256-5100**

*** For question regarding sending packages please contact: Pepper Poulsen**

email : pepper.poulsen@jordandistrict.org

work # : (801) 256-5125

CONFERENCE SCHEDULE:

Friday

4:30-8:00 pm Vendor Trade Show
4:30-5:45 pm Registration/Dinner / Visit Vendors
5:45-6:30 pm Division Sessions / Visit Vendors
6:30-8:00 pm General Session
8:00-8:30 pm Come together for Dessert & Visiting

Saturday

7:30-8:00 am Registration/Visit Vendors
8:00-8:50 am Session 1 / Visit Vendors
9:05-9:50 am Session 2 / Visit Vendors
10:00-10:50 am Session 3 / Visit Vendors
11:00-12:00 am 1st Lunch /Visit Vendors
12:00-1:00 pm 2nd Lunch /Visit Vendors
1:00-1:50 pm Session 4 / Visit Vendors

**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 ACTE Exhibit Coordinator
UtahACTEvendors@gmail.com

Early Bird Registration
November 16, 2022

UTAH ACTE ANNUAL CONFERENCE 2023
BINGHAM HIGH SCHOOL
FEBRUARY 3 - 4, 2023

Final Registration
December 16, 2022

EXHIBITOR DISPLAY REGISTRATION FORM

Organization: _____

Person attending display: _____ Total number of people at display: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Email for credit card payment link to be sent: _____

Person responsible for making payment: _____

Exhibitors Space Cost: (Check all that apply)

Option A Single Space (Conference Special: \$200 if payment is received by November 16)
\$250 Space includes 1 table (2' x 6') and chairs plus 2 meal tickets for dinner on Friday and lunch on Saturday

Option B Double Space (Conference Special: \$300 if payment is received by November 16)
\$350 Space includes 2 tables (2' x 6') and chairs plus 3 meal tickets for dinner on Friday and lunch on Saturday

Option C Non-Profit Organizations
\$150 **Space includes 1 tables (2' x 6')** and chairs plus 2 meal tickets for dinner on Friday and lunch on Saturday

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

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

Gift Donated: _____

Program Advertisement: See following page for ad layout options

We would like to place an advertisement in the Utah ACTE Annual Conference Program.
Ads are due in digital format by December 16, 2022 to allow for printing the conference program.
Please send advertisement to: UtahACTEvendors@gmail.com

\$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)

Payment Methods: We cannot accept P.O.'s

CHECK: payable to Utah ACTE (Fed. ID #87-0302142)

Send: **Thomas Meeks**
Utah ACTE Trade Show Coordinator
1371 S 2900 E
Spanish Fork, UT 84660

CREDIT CARD:

Email application to UtahACTEvendors@gmail.com
Payment link will then be sent to email provided above

Please complete information below:

Option A Exhibitor Space \$ _____

Option B Exhibitor Space \$ _____

Option C Exhibitor Space \$ _____

Extra Meal Tickets \$20.00 each \$ _____
(Includes Dinner & Lunch)

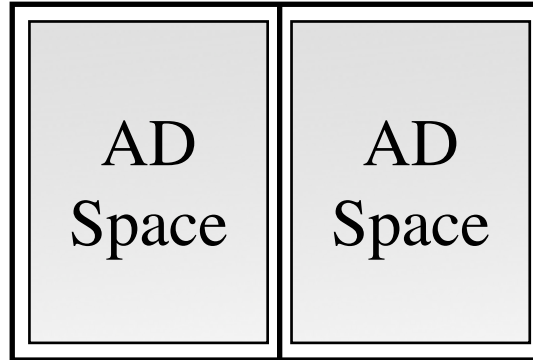
Advertisement \$ _____

Total Included \$ _____

Program Ad Layout Options

All ads must be submitted in digital format by December 16, 2022.

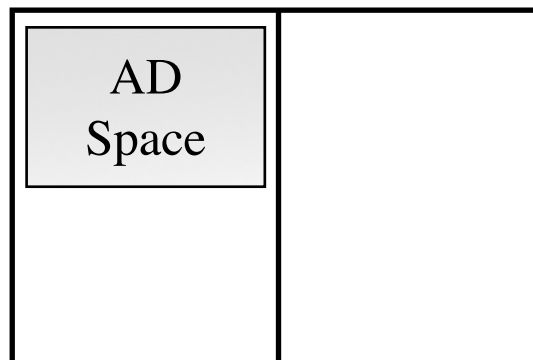
The actual program size will be a 5 1/2" x 8 1/2" booklet



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