



Dear Utah ACTE Partner:

August 2023

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 2 - 3, 2024**  
**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. **Registration will begin at 4:30 pm** Friday, February 2nd 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 3rd 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 (Utah ACTE Vendor Coordinator) at [UtahACTEvendors@gmail.com](mailto:UtahACTEvendors@gmail.com)

**EXHIBITOR INFORMATION:**

1. The trade show will be located in the commons area and halls of the school. These are high traffic area of the conference where every participant will pass through several times.
2. **Exhibitors can begin set up at 3:00 pm on Friday, February 2nd. 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](mailto:UtahACTEvendors@gmail.com) at the time of registration.
6. If you would like to be considered to present at the conference in a division session, application forms need to be returned back prior to September 8, 2023. Please indicate which division session you would like to present in on the application form. Please note that division presidents have final say in the selection of presenters for their division sessions. Application forms returned after September 8th will be schedule to present in a general interest session at the conference if they indicate they would like to present at the conference.

7. **Please have registration form completed and sent back by December 20, 2023.**  
**Note: Conference Special Vendor Discount of \$50 off only if payment and application is received by November 17, 2023.**

## **EXHIBITOR MAILING INSTRUCTIONS**

Mail or ship packages to:

**Bingham High School  
C/O Pepper Poulsen  
HOLD FOR UTAH ACTE CONFERENCE February 2, 2024  
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](mailto:pepper.poulsen@jordandistrict.org)

work # : (801) 256-5125

### **TENTATIVE 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](mailto:UtahACTEvendors@gmail.com)

Early Bird Registration  
November 17, 2023

UTAH ACTE ANNUAL CONFERENCE 2024  
BINGHAM HIGH SCHOOL  
FEBRUARY 2 - 3, 2024

Final Registration  
December 20, 2023

EXHIBITOR DISPLAY REGISTRATION FORM

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

Person attending display: \_\_\_\_\_ Total number of people at display: \_\_\_\_\_

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 17, 2023)**  
\$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 17, 2023)**  
\$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 be considered to present at the conference in a division session if space is available. Please indicate the division session below. **Application must be received by September 8th for consideration in a division session**

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> FACS           | <input type="checkbox"/> Health Science | <input type="checkbox"/> Business/Marketing   | <input type="checkbox"/> Information Technology   |
| <input type="checkbox"/> Agriculture    | <input type="checkbox"/> Work-based     | <input type="checkbox"/> Career Development   | <input type="checkbox"/> Technology & Engineering |
| <input type="checkbox"/> Administration | <input type="checkbox"/> Post Secondary | <input type="checkbox"/> Skills and Technical |   |

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.

**Program Advertisement: See following page for available ad layout options**

We would like to place an advertisement in the Utah ACTE Conference Program.

Ads are due in digital format by **December 20, 2023** sent to: [UtahACTEvendors@gmail.com](mailto: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](mailto:UtahACTEvendors@gmail.com)

Payment link will then be sent to email provided

**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)

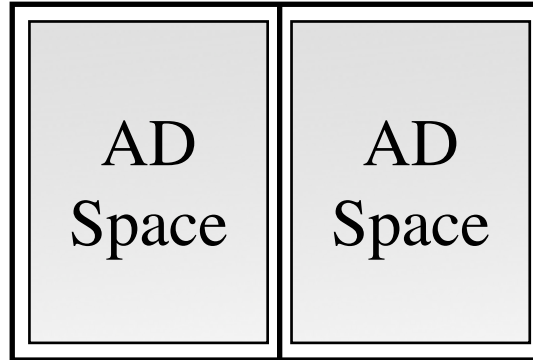
**Advertisement** \$ \_\_\_\_\_

**Total Included** \$ \_\_\_\_\_

# Program Ad Layout Options

All ads must be submitted in digital format by December 20, 2023.

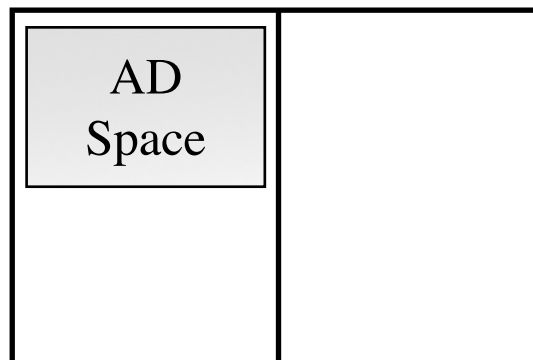
The actual program size will be a 5 1/2" x 8 1/2" booklet



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