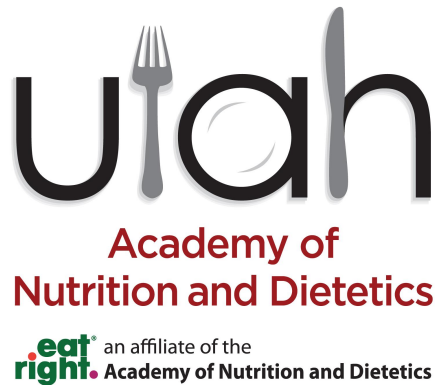




**Academy of
Nutrition and Dietetics**

eat[®] an affiliate of the
right. Academy of Nutrition and Dietetics

**2017 Exhibitor Information
Packet**



Dear Potential Exhibitor,

The Utah Academy of Nutrition and Dietetics (UAND) invites you to participate as an exhibitor at our annual UAND Conference on Thursday, March 30, 2017 at the Miller Conference Center in Sandy, Utah. Participating vendors have the opportunity to showcase their organization, products and services to Utah dietitians and nutrition professionals. Conference attendees recommend products and services to their clients, giving you the potential to reach thousands of people throughout Utah.

UAND is Utah's largest organization of nutrition professionals. Our five hundred plus members work in all areas of food and nutrition services such as hospitals, private practice, public health, long-term care facilities, and food service facilities.

Approximately 300 nutrition professionals attend this annual Conference to obtain continuing education credit and to learn about nutrition related companies and products through the exhibits. We are inviting exhibitors to participate on Thursday, March 30, 2017.

The attached information packet includes more specific information, payment details, and other opportunities. This information as well as online registration is available at <http://www.eatrightutah.org/> under Annual Meeting*.

We hope you will consider exhibiting at the 2017 UAND Conference. We have invited organizations that we feel have much to offer dietitians and the clients they serve. Feel free to contact us to discuss any questions or concerns you may have. We are looking forward to working with you.

Sincerely,

Stephanie Ashmore, MS, RD, CD
Sponsor/Exhibitor Chair
Sashmore.RD@gmail.com
724-809-3505

*If you are unable to complete the registration online, please contact Stephanie.

Pages at a Glance

| | Page |
|----------------------------------|------|
| Exhibitor Information:..... | 3-4 |
| Exhibitor Application Form:..... | 5-6 |
| Exhibitor Contract:..... | 7 |
| Marketing Opportunities:..... | 8 |
| Refund Policy:..... | 8 |
| Social Media..... | 9 |

EXHIBITOR GENERAL INFORMATION

Exhibitor Opportunities

- Capture the attention of Conference attendees
- Showcase your products and services
- Interact with the state of Utah’s leading nutrition professionals
- For more information, visit our website at <http://www.eatrightutah.org/>

Other Ideas?

UAND realizes that exhibitors have a variety of needs. Do you have a new idea for promoting your product? We invite you to submit unique ideas or services to Stephanie Ashmore at sashmore.RD@gmail.com

Exhibitor Dates and Times:

- Thursday March 30, 2017
 - A 60 minute morning break
 - A 1 ½ hour lunch break
 - 30 minute afternoon break
 - We reserve the right to adjust this schedule and amount of time as needed.

Location:

Miller Conference Center

Physical Address:
Salt Lake Community College
9759 South 300 West
Sandy, Utah 84070

Booth Cost (standard):

- For-Profit Organization: \$300/1st booth; \$50/2nd booth
- Non-Profit Organization: \$65/1st booth; \$25/2nd booth
- Utah Small Business: \$100/1st booth; \$25/ 2nd booth

***** Register by January 15th, 2017 and receive the early bird discount***

- For-Profit Organization: \$275/1st booth; \$50/2nd booth
- Non-Profit Organization: \$50/1st booth; \$25/2nd booth
- Utah Small Business: \$75/1st booth; \$25/ 2nd booth

Booth Benefits

The fee includes:

- Two chairs
- Wireless internet connection capability
- 8 ½” X 11” identification sign
- Contact information about each exhibitor provided to each conference attendee
- Company highlight on UAND social media (FB, Twitter, website)
- 6’ X 18” formica table with skirt and tablecloth

Setup and Dismantling

Exhibitors may start setting up their booths at 8:00 am on March 30, 2017. All exhibitor material must be dismantled and removed after the final showing. **The exhibit area must be vacated no later than 5:00 pm March 30th.**

EXHIBITOR APPLICATION FORM

Application for Exhibit Space:

Please complete this application form online at <http://www.eatrightutah.org/>.

We are accepting a total of 25 exhibitors this year. Booth requests will be held for 2 weeks. If payment or deposit of 20% is not received within the 2 weeks or other arrangements are not made, the booth(s) will be released.

This will serve as authorization to reserve exhibit space for your organization.

Company Name: _____

Contact Person: _____

Address: _____

City: _____

Telephone: _____

E-mail: _____

Exhibit Presenter: _____

Presenter's Phone Number/E-mail: _____

Booth Request:

- Early Bird Discount (by Jan 8th): For-Profit Organization (\$275/1st booth)
- Early Bird Discount (by Jan 8th): Nonprofit Organization (\$50/1st booth)
- Early Bird Discount (by Jan 8th): Utah Small Business (\$75/1st booth)
- For-Profit Organization (\$300/1st booth)
- Nonprofit Organization (\$65/1st booth)
- Utah Small Business (\$100/1st booth)
- Additional booth table (For-profit \$50)

Total for booth space \$ _____

Total Enclosed \$ _____

My company is interested in donating:

- Door prize(s) to be raffled during the Conference
- 300 items for conference participant bags
- Other: _____
- None

My company will need nametags for the following people (please include any credentials and cities/towns; i.e., Jane Smith, RD, Provo, Utah):

_____,
_____,

Booths will be located on the first floor of the Miller Conference Center. A detailed map will be made available in February as to exact booth locations. At that time each exhibitor will be given priority based on a first come, first served basis. *Please note that exhibitors are responsible for their own lunch.

Exhibit sign should read as follows (8 1/2" x 11" - One Line):

Organizations, agencies, facilities and products you do not wish to be located near:

_____,
_____,
_____.

Return the completed form by **January 30, 2017** to:
Stephanie Ashmore
UAND Sponsorship/Exhibits
Sashmore.RD@gmail.com

****Payments will be made through PayPal.**

Please contact Stephanie Ashmore with any questions or if other payment arrangements are needed.

For UAND Use Only:

Amount Received: _____
Check # _____
Date _____
Assigned Booth # _____

UAND Exhibitor Contract

The undersigned APPLICANT, agreeing to be legally bound hereby, applies for booth space at the Utah Academy of Nutrition and Dietetics (UAND) Annual Conference as described above, subject to terms, conditions, and requirements stated herein. UAND, upon its written acceptance of the Application and Contract, is to assign booth space to the Applicant under all of the terms, conditions and requirements listed on the application form.

1. The exhibit hall will be available for set up on Thursday, March 30, 2017, at 8:00 a.m.
2. The exhibit area will be open to participants Thursday, March 30, 2017, from 8:00 a.m. to 5:00 pm.
3. Break and exhibit times for the participants will be approximately 60 minutes in the morning, 1½ hours during the lunch break, and 30 minutes during the afternoon break (We reserve the right to adjust this schedule and amount of time as needed).
4. Fire laws must be strictly observed. Tables cannot block fire exits and aisles.
5. Only authorized Conference participants, speakers, and exhibitors will be admitted in the exhibit area.
6. The Conference committee and Miller Conference Center management cannot guarantee exhibitors against loss or damage of any kind, but will endeavor to protect exhibitors by providing standard security protection.
7. Exhibitors should not project beyond the space allotted nor obstruct the view of or interfere with the exhibit of others.
8. To avoid infringing on others, all interviews, demonstrations, distribution of literature, etc., should be conducted at the exhibitor's table.
9. Exhibitors with noise producing electrical devices, sound producing movies, or other exhibits or devices which may interfere with other exhibitors may be asked to accept specific tabletop assignments to reduce interference.
10. It will not be possible to refund any payments made if tabletop space is only partially used.
11. Only those organizations that have engaged exhibit space will be allowed to display advertising materials or signs and make solicitations for business.
12. Direct selling involving exchange of funds in the exhibit areas by any exhibitor or their agent is allowed if exhibitor or agent has proper business license and product is pre-approved by the Conference planning committee.
13. Exhibitors bringing packages and/or samples of food must have the items pre-approved by the Conference planning committee.
14. Infractions of these conditions on the part of the exhibitor or any of his/her representatives may subject them to dismissal from the exhibitor's hall. In this event, no demand for redress will be made by the exhibitor or representative.
15. Space is leased with the understanding that the Conference and Miller Conference Center assume no liability whatever the damages resulting from any act of omission or commission in connection with said agency. The exhibitor and representatives hereby release the Conference, sponsoring agencies, and Miller Conference Center from any or all liabilities for loss ensuing from any cause whatsoever.
16. Management reserves the right to re-arrange the floor plans if necessary. All exhibiting companies must adhere to the exhibit uniformed conditions for exhibiting.

Completing registration and purchase of an Exhibitor booth at the UAND Conference demonstrates that your organization agrees to and enters into the above contract.

ADDITIONAL MARKETING OPPORTUNITIES

Your organization may wish to donate materials or money for items used to market the conference to potential attendees. These marketing opportunities are made available on a **first come, first served** basis. Priority will be given to the following for all marketing opportunities (excluding advertisements):

- 1- General Sponsors/ Meal and Break Sponsors
(Priority given to highest-level sponsors)
- 2- Educational Sponsors
- 3- Exhibitors

Advertisements

We would like to offer you the opportunity to advertise in printed Conference materials. These materials are distributed to all Conference attendees, exhibitors, and speakers and offer you additional exposure during the Conference and after the Conference as attendees review the content. The following advertisement sizes are available:

- Full Page: \$150
- Half Page: \$75
- Quarter Page: \$50

Questions?

Please contact Stephanie Ashmore, Sponsor/Exhibitor Chair
Phone: 724-809-3505
Email: sashmore.RD@gmail.com

REFUND POLICY

A full refund will be given until February 1, 2017. A refund of 75% of what was paid for exhibiting will be honored until March 1, 2017. No refund will be available for non-attendance and/or cancellation after March 1, 2017.

SOCIAL MEDIA

If you wish to be highlighted on UAND social media (a complimentary exhibitor benefit), please send a description of your product or services (200 words or less), along with an electronic version of your company logo to Stephanie Ashmore at sashmore.RD@gmail.com no later than February 24, 2017.
