

# FITCON UTAH 2023 EXHIBITOR INFORMATION

**SET-UP/CHECK IN:** We have two set-up days, Wednesday, May 10<sup>th</sup> and Thursday, May 12<sup>th</sup>. It is **MANDATORY** that you come to the event center and check-in with Jacci. You will receive your exhibitor wristbands and she will show you to your booth. Please do NOT head to your booth and start unloading until you have check-in with her.

**We will have everyone register for a time slot to come and set-up**, giving you space and time to pull up to your booth and unload. You will be able to drive into the exhibit hall and unload at your booth (entering from the east side of venue) We will be sending more details on this soon!

## **Set-Up Times:**

- Wednesday, May 10<sup>th</sup> from 12pm-5pm
- Thursday, May 11<sup>th</sup> from 10am-7pm

- NO CARS are allowed in the Exhibitor Hall on Friday.
- If you still need to finish setting up your booth on Friday, you can do so but you will need to bring everything in from your car in the parking lot. No exceptions.

## **Take Down Times:**

- Saturday, May 13<sup>th</sup> from 6pm (once exhibitor show is finished) - 11:59pm
- Sunday, May 14<sup>th</sup> from 8am-12pm

**ENTRY BAG INSERTS:** If you are putting inserts into our attendee swag bags, please bring those with you on Wednesday or Thursday when you come to check in. Our volunteers will be stuffing the bags on Thursday night. We are planning on having 1000 bags!

**EXHIBITOR PASSES:** You will receive 4 exhibitor passes per 10x10. If you need to purchase additional exhibitor passes, you can do so for \$10 here:

[https://purchase.growtix.com/eh/FitCon\\_Utah\\_2023/49937](https://purchase.growtix.com/eh/FitCon_Utah_2023/49937)

**ELECTRICITY/POWER:** You will have the option to have power at your booth if you want/need it and it will need to be ordered through JP Display. Please email [alexap@jdisplay.com](mailto:alexap@jdisplay.com) to get this set-up and for any other booth needs! Please do this EARLY to ensure power gets to your booth!

**SHIPPING:** You can ship product directly to JP Displays warehouse or to the event. But you **MUST** coordinate with JP Displays to do either or. Please email [alexap@jdisplay.com](mailto:alexap@jdisplay.com) for information regarding this.

**BOOTH DÉCOR:** As a reminder, your booth comes with an 8ft back drape and 3ft side drapes only. If you wish to have other booth decor ie tables, chairs, flooring, electricity, etc., you should be receiving a Service Kit to fill out from Alexa at JP Display. If you have not received this, please email her at [alexap@jpdisplay.com](mailto:alexap@jpdisplay.com).

**FOOD SAMPLING:** If you are planning on sampling product or selling any type of food or beverage, please make sure you have filled out the proper forms and email it to Benjamin for approval prior to the event. Benjamin's email is [benjamin.thompson@centerplate.com](mailto:benjamin.thompson@centerplate.com).

**BANQUET EVENT ORDERS:** For any BEO, please contact Cassidy with Centerplate. Cassidy's email is [Cassidy.Kummer@centerplate.com](mailto:Cassidy.Kummer@centerplate.com).

**HOTEL:** Use this link to receive a discount (built-in) on suggested hotels listed on the page. No code needed. Suggested hotels: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1679934917273&key=CORP&app=resvlink>

**SECURITY:** We will have overnight security on Wednesday night, Thursday night & Friday night. HOWEVER, please don't leave anything extremely valuable overnight. FitCon is not liable for anything stolen but we will provide security.

**EXHIBITOR ICON:** An exhibitor icon will be emailed to you soon. There will be a place to add your company on it. Please post this on your social media platforms to announce that you are going to be at FitCon!

**DISCOUNTED TICKETS:** We have created a promo for all of you to share with your family and friends giving them \$5 off tickets. Tickets can be purchased here: [https://purchase.growtix.com/eh/FitCon\\_Utah\\_2023/49937](https://purchase.growtix.com/eh/FitCon_Utah_2023/49937) Promo code: fun5

**DAY OF EVENT:** Please be at your booth and completely ready to go 1 hour before the event starts each day. Please have someone manning your booth at all times through-out the event. DO NOT take down your booth before the event ends.

**PARKING:** The venue has free outdoor parking spaces. For overflow parking, the inContact parking garage is open to event attendees at no charge after 5:00pm M-F and anytime on Sat (located on the west side of state street).

**EVENT ADDRESS:** Mountain America Expo Center 9575 South State Street, Sandy, Utah 84070

**CONTACT JACCI:** During the event, the best way to get ahold of her is to text or call. Jacci's number: 801-897-5407.