



Exhibitor Welcome Kit

October 15, 2025 | 8:30AM - 6PM

at the Mountain America Expo Center, Sandy, UT.

Thank you for joining us as an exhibitor at the Utah Small Business Expo! We're excited to have you showcase your business and connect with entrepreneurs, service providers, and community members from Utah.

This Exhibitor Kit has been designed to provide everything you need for a smooth and successful experience. Inside, you'll find important information on setup and teardown, booth guidelines, available services, marketing tools, and event policies.

Our goal is to make your participation as seamless as possible, so you can focus on what matters most—sharing your products and services, building relationships, and growing your business.

We look forward to seeing you at the expo and making this event a valuable opportunity for your company!

Best Regards,



Utah Small Business Expo Team
Admin@utahsmallbusinessexpo.com

Set up Hours

Exhibitor Move-In

Tuesday October 14, 2025 (20x20 Bulk Spaces Only)

10:00 AM - 5:00 PM

AND

Tuesday October 14, 2025

1:00 PM - 5:00 PM

Exhibit Hours

Wednesday October 15, 2025

9:00 AM - 6:00 PM

Exhibitor Move-Out

Wednesday October 15, 2025

6:00 PM - 9:00 PM

*All exhibitor materials must be removed from the exhibit space by 9:00 PM. Outbound freight not removed from the hall by 8:00 PM will be forced out on MEE'S carrier of choice at the exhibitor's expense.

General Information & Services

1. Exhibitors **must** check in at the Exhibitor Registration Desk, located near the south-side loading dock entrance, to pick up badges, booth assignments, and setup instructions. If you have any questions on the day of the event, please contact Melissa Hiller at (801) 870-7411 (call/text) or by email at admin@utahsmallbusinessexpo.com.
2. Load-in or load-out is prohibited from the fire lanes and plaza area in front of the building; exhibit hall load-in is from the dock area. To access the dock area, stop at the guard shack on the south side of the building and let the attendant know you're an exhibitor for the Utah Small Business Expo.

If there is no attendant, type 0000 into the keypad on the side of the guard shack. See [map](#). Exhibitors will be allowed one vehicle to remain parked near the dock. All remaining exhibitor vehicles must park in the main parking lot.

3. Exhibit hall time is 8:30 am to 6 pm. Please have your booth staffed at all times.

4. Your 10x10 Booth Package includes:

- 8' High Back Drapes (Black)
 - 3' High Side Drapes (Black)
 - 1 - Floor ID Sticker
 - 1 - 6' Skirted Table (Black Skirt)
 - 2 - Folding Chairs
 - 1 - Wastebasket
- a. To purchase electricity/services/furniture/displays visit Modern Display's website found here : [Modern Display Exhibitor Services](#)
 - b. After Oct 10th requests must be emailed directly to the Modern Display project manager. Stacey Blackwood: sblackwood@modernexpo.com
 - c. Deadlines for Modern Display:

Pre-Order Discount Deadline: Friday, October 10, 2025

Graphics Submission Deadline: Tuesday, September 30, 2025

Advance Shipment Receiving: Wednesday, September 17, 2025

Last Day for Advanced Shipments: Friday, October 10, 2025

Direct Shipment Receiving Begins: Tuesday, October 14, 2025

- d. Please note that nothing may be attached to the facility walls, doors or windows in any way.
 - e. Small battery power operated devices intended to power a small electronic device (tablet or phone) are permitted. Larger devices that accept a two or more-pronged plug are not allowed. Review the MAEC approved battery power operated devices policy [here](#).
4. Additional Services
- a. **Wi-Fi:** Exhibitors are responsible for purchasing internet access individually. The cost is \$60 per device, per day, payable by credit card. Upon arrival, select the "MAEC Premium" network. Once selected, on-screen prompts will guide you through the payment and connection process.

- b. **Technology Express** - Technology Express is MAEC's computer rental partner. 636-379-1005 www.technologyexpress.com
- c. **MAEC** - Additional technology services through the expo center are found [here](#).
- d. **Encore** - Encore is our venue's in-house Audio/Visual, Power, and Rigging partner. Jon can assist with any Sound, Lighting, Projection, Electrical power, Rigging, and/or LED Walls for your event. Contact Jon Marchant at (385) 468-2238.
- e. **Sodexo Live Catering** – Sodexo Live is our venue's *exclusive* caterer; they can assist you with any Food & Beverage needs your event may have. Contact Sodexo Live at 385-235-6279.

5. You must confirm your load in/setup time before Oct 10th. Please fill out this [form](#).

6. Exhibitor supplies may be shipped to:

Advance Warehouse Shipping Address

Exhibiting Company & Booth #
Utah Small Business Expo 2025
Modern Expo & Events
3370 W 500 S
Salt Lake City, UT 84104

*Shipments should arrive before Friday, October 10, 2025

Show Site Shipping Address

Exhibiting Company & Booth #
Utah Small Business Expo 2025
Mountain America Exposition Center
C/O Modern Expo & Events
9575 State St
Sandy, UT 84070

*Direct shipments will be accepted on Tuesday, October 14, 2025

Exhibitor FAQs

1. Can I sell or hand out food at my booth?

Yes, but there are specific rules and regulations. Only prepackaged food can be sold and cannot be consumed by guests on site. Bite-sized food and beverages less than 2 ounces may be passed out to attendees but written authorization is required. Contact admin@utahsmallbusinessexpo.com for more information.

2. Can I use food as a “traffic promoter” at my booth?

Yes, but written authorization is required if you intend to pass out ANY small treats, foods or drinks at your booth. All food and beverages at the Mountain America Expo Center must be contracted through Sedexo.

3. Can I sell products or services at my booth?

Yes. Exhibitors may sell products and services, but are responsible for handling transactions and any applicable sales tax. *Any and all food must be prepackaged if sold at a booth.*

4. How are booths assigned?

Booth locations are assigned on a first-come, first-serve basis once payment is received. Priority placement may be given to sponsors. Booth locations will be given out on Tuesday upon check-in.

5. How many VIP passes do we receive?

VIP passes are provided with each booth package. Small booths include 2 VIP passes, medium booths include 3, and top-tier booths include 5. Passes will be distributed upon check-in on Tuesday.

6. Is there specific exhibitor parking?

Exhibitors will be allowed one vehicle or trailer to remain parked near the dock. All remaining exhibitor vehicles must park in the main parking lot.

Agenda | October 15, 2025

8:30 AM - Exhibitor arrival

9:00 AM - Exhibit Hall Opens

9:30 AM - 9:55 AM - Opening Remarks & Welcome

10:00 AM – 10:30 AM - Keynote Speaker

10:30 AM – 11:15 AM - Workshop Sessions #1

11:15 AM – 11:30 AM - Break

11:30 AM – 12:15 PM - Workshop Sessions #2

12:15 PM – 1:30 PM - Lunch Break & Exhibit Hall

1:30 PM – 2:15 PM - Panel Discussion

2:15 PM – 2:30 PM - Break

2:30 PM – 3:15 PM - Workshop Sessions #3

3:15 PM – 3:30 PM - Break

3:30 PM – 4:00 PM - Closing Remarks & Keynote Speaker #2

4:00 PM – 6:00 PM - Networking & Exhibit Hall

All speakers and workshops will be located in the breakout rooms on the west side of the hall.

Booths must remain staffed from 8:30 AM to 6:00 PM. This requirement applies throughout the entire event, including during workshop sessions and scheduled breaks. Guests will have full access to the venue throughout the day and may choose to visit booths at any time