

# Utah Democratic Party State Convention & Jefferson/Jackson Dinner

Salt Palace Convention Center

Salt Lake City, Utah

May 9-10, 2008

## EXHIBIT BOOTH APPLICATION

Each booth is 10'x 10' and includes an 8' high back drape, 3' high side drapes, one 8' skirted table and 2 folding chairs. All booths will be set up the morning of Friday, May 9 and taken down the afternoon of Saturday May 10. All exhibits must be set up by 3:00 PM on Friday and cleaned up by 2:00 PM on Saturday.

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Name for Booth(one line only) \_\_\_\_\_

### Please complete the appropriate section(s) below

#### **A. Candidate, caucus, Democratic clubs or non-profit organizations:**

\_\_\_ One 10'x 10' space - \$200                      \_\_\_ Two 10'x 10' spaces - \$350  
\_\_\_ Three 10'x 10' spaces- \$450                      \_\_\_ Four 10'x 10' spaces - \$500

#### **B. Vendor or other commercial entity:**

\_\_\_ One 10'x10' space - \$350                      \_\_\_ Two 10'x10' spaces - \$650  
\_\_\_ Three 10'x10' spaces- \$750                      \_\_\_ Four 10'x 10' spaces - \$800

#### **C. Extra needs (additional charges may apply)**

\_\_\_ Electricity    \_\_\_ Telephone

\_\_\_ Additional chairs: # \_\_\_\_\_                      \_\_\_ Other:  
Specify: \_\_\_\_\_

Call Craig Axford at (801)328-1212ext. 207 with any questions. Please return this application with payment to the Utah State Democratic Party, 455 So. 300 E., Ste 301, SLC, UT 84111, or fax (801)328-1238 no later than April 25<sup>th</sup>.

\_\_\_Master Card \_\_\_ Visa \_\_\_ Am.Ex. \_\_\_Discover    Signature: \_\_\_\_\_

**Utah Democratic Party  
Disclaimer and Rules  
Governing Participants at 2008 State Convention**

**DISCLAIMERS:**

- **The Utah State Democratic Party reserves the right to refuse booth rental to any applicant it deems inconsistent with party values or standards of conduct/fair campaign practices.**
- **The Arrangements Committee is empowered to adopt rules relating to the use of the facilities for the Convention, to allocate space within the facilities for the use of Candidates and to determine how such space is to be used. The Sergeant-at-Arms and the members of the Arrangements Committee are empowered to enforce the rule of the Arrangements Committee and those of the owner of the facility.**

**Salt Palace Regulations:**

- **DAMAGES:**  
Damages of any kind should be promptly reported to the Event Manager (or appropriate Democratic Party employee/volunteer) Lessee is responsible for any damages to the building, furnishings or equipment. Lessee and its contractors are invited to inspect the facilities prior to move-in and following move-out, accompanied by a representative of Facility Management.
- **DECORATIONS:**  
Decorations may not be taped, nailed, tacked or otherwise fastened to ceilings, painted surfaces, columns or fabric and decorative walls.
- **HELIUM BALLOONS:**  
Helium balloons may not be given out inside the building but may be authorized for permanent attachment to authorized displays.
- **ADHESIVE-BACKED DECALS:**  
Adhesive-backed decals and stickers may not be distributed anywhere on the premises.

- **GLITTER:**  
Glitter and confetti may not be used in carpeted areas of the building without prior authorization of Facility Management.
- **TEMPORARY FLOOR COVERINGS:**  
Contact State Party or Salt Palace Event Management Department for approval prior to bringing in any temporary floor coverings. Double-faced tape and heat tapes are prohibited for direct application to permanent carpeted areas.
- **TAPE REMOVAL:**  
Tape removal from exhibit hall floor is the responsibility of the booth lessee.
- **FACILITY PLANTERS AND FURNISHINGS:**  
Facility planters and furnishings may not be removed or repositioned. Facility personnel shall handle any movement of furniture for event purposes.
- **JANITORIAL SERVICES:**  
Facility personnel will clean common use public areas, meeting rooms (except when utilized as exhibit area) and restrooms. All other janitorial and cleaning service, beginning with the first day of move-in during show day and through final day of move out, is the responsibility of lessee and will be billed at the prevailing rate.

#### **SIGNS AND BANNERS:**

- Large exterior signs and banners are not permitted unless approved by Facility Management. Exterior signage is not permitted on the city streets or right-of-way. The placement of signs or advertising in the city or county requires proper license and permits from the appropriate governing agencies.

#### **RIGGING:**

- All rigging within the facilities shall be in accordance with all national, state, and local safety codes including, but not limited to, OSHA, BOCA, facility policy, and subject to approval by Fire Marshal and Facility Management.
- No rigging is allowed in either facility's meeting rooms.

## **BUSINESS LICENSES:**

- **Exhibitors are required to comply with, and acquire any and all applicable federal, state and/or municipal permits or licenses for doing business within the State of Utah and Salt Lake City. For information regarding business licenses in Salt Lake City, contact the Building Services and Licensing Division at (801)535-6644.**

## **FOOD:**

- **Exhibitors who process or distribute food in their normal course of business and would like to distribute food samples may be allowed, provided their food samples are no larger than bite size, and the beverages are no larger than (2) ounces. An exhibitor who does not manufacture, process or distribute food as their normal course of business and would like to distribute food must purchase their food samples from the Salt Palace Convention Center's food service contractor, at retail prices, and no restriction on the size will be applied.**