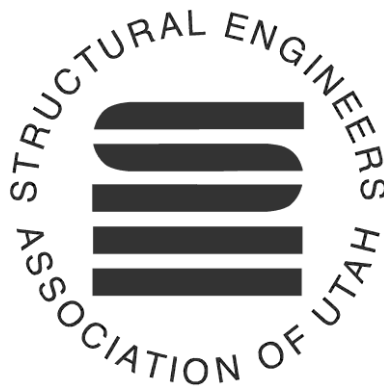


Conference Partner Information

SPONSOR | CONTRIBUTE | EXHIBIT



SEAU 7th Annual Conference

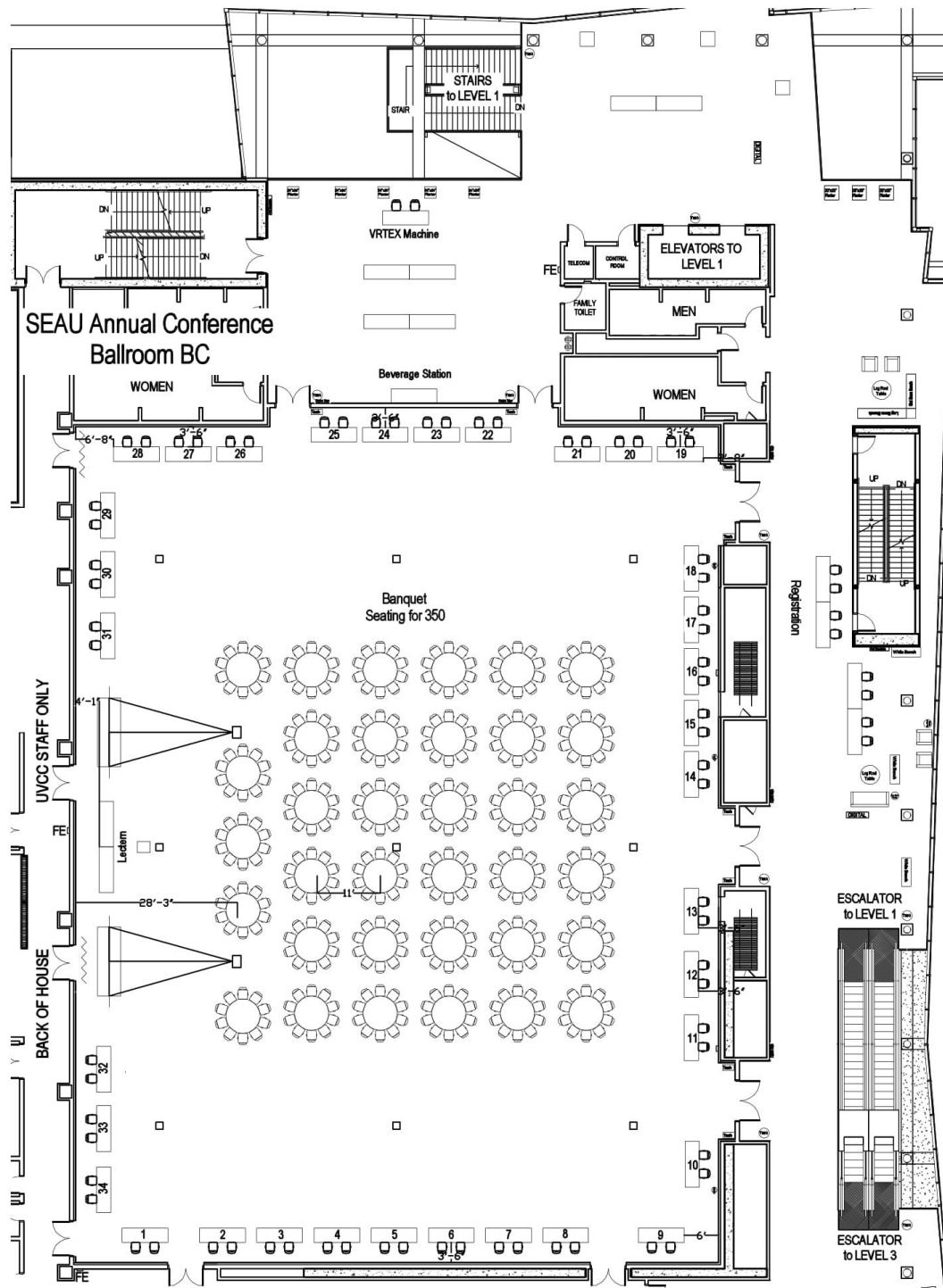
February 26-27, 2019
Utah Valley Convention Center
Provo, Utah

SEAU
P.O. Box 581292, Salt Lake City, Utah 84158-1292
Contact: Katelyn Vidmar
Phone: (928) 245-8086
Email: katelynvidmar@gmail.com

About the Conference		
Dates & Times:	Tuesday, February 26 Wednesday, February 27	7:30 AM – 5:00 PM 7:30 AM – 5:00 PM
Location:	Utah Valley Convention Center 220 West Center Street, Suite 200 Provo, Utah 84601 Tel: 801-851-2200 Fax: 801-851-2220	
A Role for Your Organization in this Event		
<p>The Structural Engineers Association of Utah (SEAU) Annual Education Conference is the perfect opportunity for your organization to meet structural engineers from across the state. You can get involved in a variety of ways!</p> <p>Exhibit: An exhibit booth is the perfect opportunity for face-to-face communication with SEAU Members. Attendees look forward to networking and meeting new people who can provide resources. Please note that our booth prices have changed. Due to the passing of HB 250, we have had to increase our costs. This bill directly impacts our access to state funding. SEAU strives to keep our exhibitor costs and attendee costs as low as possible. This cost also includes two conference registrations.</p> <ul style="list-style-type: none">• Standard 8' Table (booth # 1-9, 15-17, 22-34): \$900• Premium 8' Table near a high traffic area (booth # 10-11, 13-14, 18-21): \$1000• Two 8' table spaces: \$1500 (Only two available) <p>Sponsor: Show your support for SEAU and your commitment to the industry. Your sponsorship will help reduce costs for meeting attendees and provide your organization with recognition. Sponsorship levels range from \$250 - \$500 and offer a variety of benefits.</p> <p>Contribute: Another way to show your support for SEAU is through contributions. There are a couple of options to allow you to contribute to this conference. One is providing the badge lanyards that each conference attendee will receive with registration. The other option is providing raffle prize items to be given out.</p> <p>To become a Conference Partner, simply fill out and submit the enclosed 2-page form with payment.</p>		
Contributions		
Badge Holder and Lanyard	One (1) available – Qty: 300 <ul style="list-style-type: none">♦ Provide badge holder and lanyards imprinted with your logo/name.♦ To be shipped to SEAU with arrival date no later than Feb 15, 2019.	
Raffle Prizes	Unlimited available – Qty: Contributor's discretion <ul style="list-style-type: none">♦ Provide raffle prize item(s) such as gift cards, shirts, hats, etc.♦ To be shipped to SEAU with arrival date no later than Feb 15, 2019.	
Sponsorships		
Breakfast Sponsor	Two (2) available - \$250 each <ul style="list-style-type: none">♦ Logo/name printed in conference schedule and displayed during breakfast	
Break Sponsor	Four (4) available - \$250 each <ul style="list-style-type: none">♦ Logo/name printed in conference schedule and displayed during break	
Lunch Sponsor	Four (4) available - \$500 each <ul style="list-style-type: none">♦ Logo/name printed in conference schedule and displayed during lunch	
Exhibitor Booths		
Booth:	Basic Vendor Table: \$900 per booth (+ additional \$70 for electricity) (# 1-9, 15-17, 22-34) <ul style="list-style-type: none">♦ Two full registration passes for the booth workers.♦ Booth includes 8'X30" table skirted and draped, with two chairs.♦ Booths will be placed in Ballroom A, B & C. See enclosed layout. Booth location will be assigned in numerical order based upon receipt of forms with payment.♦ A raffle prize drawing will be held during lunch on the second day. In order for attendees to be entered into the raffle, they must visit each exhibitor booth and receive a hole punch in their raffle card. Each exhibitor will be provided with a hole puncher upon booth setup.♦ <i>The vendor area is a secure location and will be locked each evening.</i>	

	<p>Premium Table - \$1000 per booth (+ additional \$70 for electricity) (#10-11, 13-14, 18-21)</p> <ul style="list-style-type: none"> ♦ Two full registration passes for the booth workers. ♦ Booth includes 8'X30" table skirted and draped, with two chairs. ♦ Booths will be placed in Ballroom A, B & C. See enclosed layout. Booth location will be assigned in numerical order based upon receipt of forms with payment. ♦ A raffle prize drawing will be held during lunch on the second day. In order for attendees to be entered into the raffle, they must visit each exhibitor booth and receive a hole punch in their raffle card. Each exhibitor will be provided with a hole puncher upon booth setup. ♦ <i>The vendor area is a secure location and will be locked each evening.</i> ♦ <p>Extra Large Table Space - \$1500 per booth (+ additional \$70 for electricity) (Only Two Available, based on first come, first serve)</p> <ul style="list-style-type: none"> ♦ Four full registration passes for the booth workers. ♦ Booth includes two 8'X30" tables skirted and draped, with four chairs. ♦ Booths will be placed in Ballroom A, B & C. See enclosed layout. Booth location will be assigned in numerical order based upon receipt of forms with payment. ♦ A raffle prize drawing will be held during lunch on the second day. In order for attendees to be entered into the raffle, they must visit each exhibitor booth and receive a hole punch in their raffle card. Each exhibitor will be provided with a hole puncher upon booth setup. <p><i>The vendor area is a secure location and will be locked each evening.</i></p>
	<p><u>Set Up:</u> Exhibitors may arrive at 6:30 am. All exhibits must be in place no later than 7:15 am. Registration will begin at 7:30 am. For safety reasons we cannot have booths being set up after this time. Packing crates and supplies must be placed under tables.</p> <p><u>Break Down:</u> We ask that you do not break down until after 1:00 pm on the second day. Breakdown must be completed by 6:00 pm on Wednesday, February 27, 2019.</p>

Meeting Space Layout/ Exhibitor Booth Layout



Conference Partner Guidelines

Official Contact Person: The person named as the contact on the Form is considered the official contact for the participating organization to receive all information regarding confirmation of events and activities. This person is responsible for assuring information is properly distributed to all participating representatives. Booth workers are the individuals in actual attendance at the Conference.

Attendance at Conference: Up to two (2) exhibitor booth workers (unless you purchase the extra-large booth space then you may have up to four (4) booth workers) will receive complimentary conference registrations to attend the conference courses. Additional Sponsors and Contributors must pay conference registration in order to attend.

Cancellations: Cancellation of exhibit space must be in writing. Cancellations received before Friday, January 21, 2019 will be refunded with a 20% service charge on the net cost of the original space. A refund for cancellation cannot be made after Friday, January 21, 2019. In the event of the Conference being cancelled due to fire, strikes, government regulations, Acts of God or other causes beyond the control of the sponsoring organization, SEAU shall not be held liable for failure to hold the Conference and 80% of the Exhibitor Booth and/or sponsorship fee will be refunded.

Shipping/Storage: Please see the Vendor Kit that was also in the email for information regarding shipping and storage.

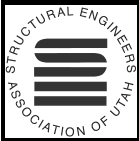
Security/Liability: Do not leave valuables in your booth unattended. The Exhibitor assumes complete responsibility for losses, damages and claims arising out of damage of the Exhibitor's displays, equipment and other property brought upon the premises of the host facility. He/she shall indemnify and hold harmless the host facility and SEAU or any other authorized representative agent or employee of the foregoing of any and all losses, damages, and claims.

Restrictions: All decorative material must be flame proofed. Every effort shall be made to maintain a business-like atmosphere. Extremely loud noises, such as bells, sirens, buzzers, etc., are not permitted. Use of audio-visual equipment must be played at a moderate volume. The conference has the right to reject an Exhibitor application if it is deemed that the subject matter/content is not appropriate for the meeting.

Floor plan: The floor plan for this exhibit will be maintained as originally presented whenever possible. However, the SEAU reserves the unqualified right to modify said plan to the extent necessary for the best interests of the conference attendees, exhibitors and the facility.

Damage: Exhibitors will not fasten any fixtures to the floors, walls, columns or ceilings of the exhibit area. Exhibitors will be liable for any damages caused by such fastening and for any damage to equipment furnished by the facility or SEAU.

Permits/Licenses: Each Exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in exhibitors' booths or displays. No Exhibitor will be permitted to play, broadcast or have performed any music or use any other copyrighted material, such as photographs or other artistic works, without first presenting to SEAU proof satisfactory that the Exhibitor has, or does not need, a license to use such music or copyrighted material. SEAU reserves the right to remove from the exhibit area all or any part of any booth or display which incorporates music, photographs or other copyrighted material for which the exhibitor fails to produce proof that the exhibitor holds all required licenses. The exhibitor shall remain liable for and shall indemnify and hold SEAU, its agents and employees harmless from all loss, cost claims, causes of actions, suits, damages, liability, expenses and costs, including reasonable attorney's fees, arising from or out of any violations or infringements (or claimed violation or infringement) by Exhibitor, Exhibitor's agent or employees of any patent, copyright or trade secret rights or privileges.



SEAU 5th Annual Conference

Conference Partner Form

Complete Form and Submit to Katelyn Vidmar

E-mail: katelynvidmar@gmail.com

Mail: SEAU Conference, P.O. Box 581292, Salt Lake City, Utah 84158-1292

For questions please call Katelyn Vidmar at: (928) 245-8086

ORGANIZATION INFORMATION	
Please list information as you would like it to appear in our printed materials	
Organization Name	
Address	
City, State, Zip	
Website	
Description of Organization (2 to 3 sentences)	
CONTACT INFORMATION	
Please provide information for the contact person at your organization	
Official Contact Person	
Title	
Phone	
E-mail	

CONTRIBUTION REGISTRATION	
<input type="checkbox"/> Badge Lanyards	Qty: 300 Please ship lanyards to Katelyn Vidmar at: 4843 W. Chilly Peak Drive Riverton, UT 84096 <i>*Post for arrival no later than February 15, 2019</i>
<input type="checkbox"/> Raffle Prizes	Qty: List raffle prize items you will be providing: <hr/> <hr/> <hr/> <hr/> Please ship raffle prize items to Katelyn Vidmar at: 4843 W. Chilly Peak Drive Riverton, UT 84096 <i>*Post for arrival no later than February 15, 2019</i>

SPONSORSHIP REGISTRATION

<input type="checkbox"/> Breakfast Sponsor	\$250 Pay online at: Breakfast Sponsor Please email a copy of your company logo to katelynvidmar@gmail.com
<input type="checkbox"/> Break Sponsor	\$250 Pay online at: Break Sponsor Please email a copy of your company logo to katelynvidmar@gmail.com
<input type="checkbox"/> Lunch Sponsor	\$500 Pay online at: Lunch Sponsor Please email a copy of your company logo to katelynvidmar@gmail.com

EXHIBITOR BOOTH REGISTRATION

<input type="checkbox"/> Exhibitor Booth	<input type="checkbox"/> \$900 (Standard Booth) <input type="checkbox"/> \$1000 (Premium Booth) <input type="checkbox"/> \$1500 (Extra Large Booth) <input type="checkbox"/> \$70 (Standard Electrical) <input type="checkbox"/> \$140 (Extra-Large Booth Electrical) Pay online at: Exhibit Booth
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BOOTH WORKERS (max. 2, unless you purchased the extra-large booth space, then max. 4) Please provide the names of the representatives who will be at your booth.

Name	
Title	
E-mail	

Name	
Title	
E-mail	

Name	
Title	
E-mail	

Name	
Title	
E-mail	

PAYMENT INFORMATION	
Exhibitor Booth Total	\$_____
Sponsor Total	\$_____
TOTAL AMOUNT DUE	\$_____

PAYMENT METHOD	
<input type="checkbox"/> Check is enclosed payable to SEAU By checking this box, you are indicating that payment has been sent to: SEAU Conference, P.O. Box 581292, Salt Lake City, Utah 84158-1292	
<input type="checkbox"/> Payment was made online on _____ (Date) By checking this box, you are indicating that payment has been made online via the links provided.	

I have read and agree to the parameters outlined in the Conference Partner Information Package.

Contact Person's Signature

Date