
IMPORTANT PLEASE READ

This Exhibitor Manual has been compiled to furnish exhibitors and their personnel with complete details affecting the successful operation of your exhibit at the 23rd Annual Morris Murdock Travel Show.

Questions on any points may be cleared promptly by an inquiry to Morris Murdock Travel, the contractor, or facility responsible for handling their part of the show. These contractors are listed in this manual.

The services and contractors listed are the OFFICIAL SHOW CONTRACTORS. Morris Murdock Travel suggests using the services of the official contractors for efficiency and ease during the move-in and move-out periods.

We strongly urge that you give this manual to those having responsibility for your participation in the show. Should you have any questions concerning any phase of your participation in the show, please contact Morris Murdock Travel.

**23rd ANNUAL
MORRIS MURDOCK
TRAVEL
SHOW**

101 South 200 East
Salt Lake City, Utah 84111

Tel: (801) 483-6364
Fax: (801) 483-6546
www.MorrisMurdock.com/Expo

DIRECTORY OF CONTRACTORS

Listed for your convenience

St. George Show

SHOW FACILITY:

Dixie Convention Center

1835 South Convention Center Drive

St. George, UT 84790

435-628-7003

Sandy Show

SHOW DECORATOR:

Modern Display

424 South 700 East

Salt Lake City, Utah 84102

Tel: (801) 983-8160

Fax: (801) 521-3040

Toll Free: 800.666.4564

SHOW FACILITY:

South Towne Exposition Center

Attn: Facility Services

9575 South State Street

Sandy, Utah 84070

Tel: (801) 565-4400

Fax: (801) 565-4457

ELECTRICITY, GAS, WATER:

Modern Display

424 South 700 East

Salt Lake City, Utah 84102

Tel: (801) 983-8160

Fax: (801) 521-3040

Toll Free: 800.666.4564

TELEPHONE/INTERNET:

Mountain America Expo Center

Attn: Facility Services

9575 South State Street

Sandy, Utah 84070

Tel: (801) 565-4400

Fax: (801) 565-4457

RULES, REGULATIONS & BOOTH INFORMATION

Our top priority is to produce a quality event. Two very important aspects are maintaining the visual integrity of the show and creating an atmosphere where all exhibitors can do business. Every exhibitor deserves the same opportunity to display their product or service. We create an environment where exhibitors are not obstructed by other exhibits. Your display and all promotional activity must be contained physically, visually, and audibly within the space you have contracted.

PHYSICALLY

- Booth sharing is strictly prohibited. All exhibits are limited to the company and products contracted only.
- All promotional activity must take place inside your contracted exhibit space. Working in the aisles, or distributing brochures, literature, etc. from any other area of the show is prohibited.
- Standard booth dividers are three feet high between booths
- Standard backdrops are eight feet high
- **SIGNS MAY NOT EXCEED THE 8' HEIGHT OF THE BACK DRAPE**
- No display may protrude into the aisle beyond the depth limits of the booth dividers
- Front portion of display may not be in excess of three feet high between booths

VISUALLY

- Rotating, flashing, strobe, or projection lights are not permitted
- **ALL BALLONS AND OTHER INFLATABLE OBJECTS MUST BE SECURED TO THE GROUND (BALLOON ARCHES ARE ACCEPTABLE). ADDITIONAL FEES APPLY FOR THE REMOVAL OF EACH INFLATABLE OBJECT FROM CEILING.**
- **NO SIGNAGE MAY EXCEED 8'**

AUDIBLY

- Audio and video systems are allowed only if they are operated at levels that do not interfere with neighboring exhibitors. If you have any questions concerning your display, please feel free to contact Morris Murdock Travel.
- Exhibitors must man their booths during all show hours
- All material used in exhibits must be fire retardant
- No paper banners or signs allowed
- No cut evergreen trees unless treated
- No straw bales
- All the rules governing the show will be found in your copy of the Exhibitor Contract
- Early move-out is strictly prohibited

Sandy Expo Booth Information

- Cost is \$995 for 10' X 10' booth
- Corner Booths available for \$1195
- Double booths available for \$1,750
- Main/Front Booths 102-117 & 214-215,314-315,414-415,514-515,614 for \$1495
- **Carpet is not included**
- 8' High Back Drapes-Black
- 3' High Side Drapes-Black
- Table
- 2 Chairs
- **One Lunch per day per vendor booth for two days**

St. George Expo Booth Information

- St. George booth fee is \$450 (\$100.00 Discount for attending both Sandy and St. George Expo's)
- St. George Only booth is \$550
- **Carpet is not included**
- 8' High Back Drape-Black
- 3' High Side Drape-Black
- Table
- 2 Chairs

DATES & DEADLINES / CHECKLIST

SHOW DATES

January 23, 2019 – St. George
January 25 – 26, 2019 - Sandy

MOVE-IN TIMES

January 23rd St. George.....8:00 a.m. to 10:00 a.m.
January 24th Sandy.....2:00 p.m. to 7:00 p.m.
January 25th Sandy.....8:00am to 12:00 p.m.

SHOW HOURS

Wednesday (St. George)11:00 a.m. to 6:00 p.m.
Friday (Sandy)2:00 p.m. to 8:00 p.m.
Round Table (Sandy).....11:00 a.m. to 1:30 p.m.
Saturday (Sandy).....10:00 a.m. to 5:00 p.m.

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|--------------------|---|
| July 31, 2018 | Deposit due of \$100 due to reserve booth |
| January 2, 2019 | Exhibit space to be paid in full |
| January 2, 2019 | Last day of cancellation to receive full refund |
| | Prize Giveaways due to Morris Murdock to be included in advertising |
| December 1st, 2018 | Printed materials and brochures to be received for labeling for the Sandy
Expo to Morris Murdock Travel, 101 South 200 East Suite 100,
Salt Lake City, Utah 84111, Attn: Bill Grow
For the St. George Expo, please send to Morris Murdock Travel
595 South Bluff Street, St. George, Utah 84770 Attn: Gary Sorenson
Show specials to be received for agent review
Exhibitor badges to be received |
| January 05, 2019 | Electricity ordered from Modern Display and/or Dixie Convention Center
Phone service ordered from the facilities |
| | Exhibitor envelopes to be picked up during move-in and distributed to your staff before opening |

MOVE-IN AND MOVE-OUT SCHEDULE

MOVE-IN TIMES

- ALL EXHIBITS MUST BE COMPLETED BY 10:00 a.m. for the St. George Show and by 11:00 a.m. for the Sandy Show ON FRIDAY, JANUARY 25th.
- Booths begin move-in on Wednesday, January 23 at 8:00 a.m. for St. George and Thursday, January 24th, at 2:00 p.m. for Sandy
- Move-in continues on Thursday until no later than 7:00 p.m. for Sandy

MOVE-OUT TIMES

- No exhibits may be removed during show hours. Any changes must be cleared by Morris Murdock Travel and take place either before the show opens or after the close of each day
- No exhibitor may move out until after 6:00 p.m. in St. George and 5:00 p.m. on Saturday, January 26, 2019 in Sandy
- ALL EXHIBITS MUST BE REMOVED BY 11:59 p.m. (MIDNIGHT) ON SATURDAY, JANUARY 26, 2019 in Sandy

By participation in these shows, to avoid an early-departure penalty of \$200, you are in agreement to be present at the show until closing hours.

EXHIBITOR BADGES

All exhibitors are supplied with exhibitor badges to 1) Identify themselves to ushers and security personnel for entry into the show and 2) Identify exhibitors to the public attending the show.

- This is a ticketed event. Either a ticket or an exhibitor badge must be shown for entry.
- Please make sure those staffing your exhibit receive the badge; otherwise, they will be required to purchase a ticket to enter the show.
- ONE EXHIBITOR BADGE ADMITS ONE PERSON ONLY
- Badges may be picked up at the registration desk during regular move-in times
- It is the exhibitors' responsibility to pick up and distribute badges to their staff prior to opening
- Exhibitors are welcome to enter through any door provided they show a badge
- Please complete the following Exhibitor Badge Form for all staff attending the show.

EXHIBITOR BADGE FORM

FAX to (801) 483.6546, or email to: Attn: Bill Grow, bgrow@morrismurdock.com

Must be submitted by January 2, 2019. After this date there is no guarantee of pre-printed badges.

EXHIBITOR BADGES (mandatory)

All Exhibitors are supplied with exhibitor badges. Please note below how you would like your name to appear on your exhibitor badge. One exhibitor badge admits ONE person only. Badges must be picked up during regular move-in times. It is the exhibitors' responsibility to pick up and distribute badges to their staff prior to the Travel Show opening. All exhibitors must present their badge to enter the show or they will be required to purchase a ticket to enter. Please keep in mind only ONE lunch is included with your booth package.

If you would like only your company name printed, leave the staff names blank.

PLEASE PRINT CLEARLY

COMPANY NAME (printed on all badges)

Badge Name

Badge Name

Badge Name

UTILITIES AVAILABLE ON SHOW SITE

ELECTRIC SERVICE

- Exhibit rates **do not include electric service**
- If electric service is needed it must be ordered from Modern Display at exhibitor's expense (see directory). In St. George contact the Dixie Convention Center directly.
- To receive pre-show pricing and to assure prompt, correct service, make arrangements at least two weeks prior to the event.

PHONE SERVICE

- Exhibit rates do not include phone service
- If phone service is needed it must be ordered from the facility at exhibitor's expense
- To assure prompt, correct service, make arrangements at least two weeks prior to the event.

DSL & INTERNET USE

- Exhibit rates **do not include internet service**
- **To order internet lines**, please **contact the South Towne Expo Center**. (See directory of contractors on page 4 for more information), or Dixie Convention Center directly.