

UELMA REGIONAL WORKSHOPS—FALL 2008

September 11th – Southern Utah University, Cedar City, Utah

UELMA will again be holding a fall workshop in Cedar City, UT this year. **PLEASE NOTE THAT THE PRICE WORKSHOP WILL NOT BE HELD THIS YEAR.** We are pleased to extend this invitation to join us as an exhibitor. Space is limited with only 30 exhibit tables available. A limit of 2 tables per exhibitor will initially be imposed. We ask for your prompt registration response so we can address any problems with the limited amount of space. Any unfilled tables will be assigned on a first come-first served basis one week prior to the conferences. Please indicate your interest on the registration form. Additional tables will be at the same price indicated on the form, and payment will be due at the conference. Attached is an exhibitor registration form to be filled out and sent to John L. Smith, along with a check for your table space, at 714 W. 1900 N., Clinton, Utah 84015. Make the check payable to **UELMA**.

MOVE IN / SET UP

Tables are 6-foot banquet tables. The exhibits in Cedar City will be in the Great Hall of the Hunter Conference Center on University Blvd. Setup time will begin at 7:15a.m., Thursday, September 11th. You can load in and out at the loading dock. Drive around the north driveway of the Conference Center to the back of the building. You can park in the lot on University Blvd across the street from the Center. Parking permits for the day will be provided. Tables at SUU will be draped.

ELECTRICAL

There is no charge for electricity. Please indicate if electricity is needed on the registration form.
EXHIBITORS MUST PROVIDE THEIR OWN EXTENSION CORDS.

INTERNET CONNECTIONS

Internet access at SUU is wireless. There is no charge but you must supply your own card.

PARKING

There is no charge for parking. SUU parking is available in the lot across the street from the Hunter Conference Center. Parking permits will be provided.

DOOR PRIZES

Door prizes from the vendors are encouraged. Drawings will be held late in the day each day.

REGISTRATION DEADLINE – AUGUST 31, 2008

Please adhere to this deadline so we can assign the tables and arrange their placement.

Fill out the enclosed form and submit it with payment attached to:

John L. Smith - 714 W. 1900 N. - Clinton, UT 84015

If you have any questions, e-mail **Blair Foote** at rainbowbookgirl@msn.com or call 801-485-4652.

These same instructions and forms will be posted on the UELMA website at www.uelma.org

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RESERVATION FORM/CONTRACT FOR EXHIBIT SPACE

Name of Company: _____

Attendees Names: _____

Address: _____

City/State/Zip: _____

Contact Person: _____

Telephone & Fax: _____ & _____

Email Address: _____

Maximum two tables for each event. If additional tables are available they will be assigned on a first come, first served basis one week before the conference at the same price. Indicate your interest in additional tables in the space to the right.

PLEASE RESERVE:

_____ \$75.00 each 6-foot table for Sept 11th, SUU (Cedar City, UT)

_____ TOTAL / Make check payable to UELMA

_____ Electrical Outlet needed (no charge)

_____ Internet Access needed (no charge)

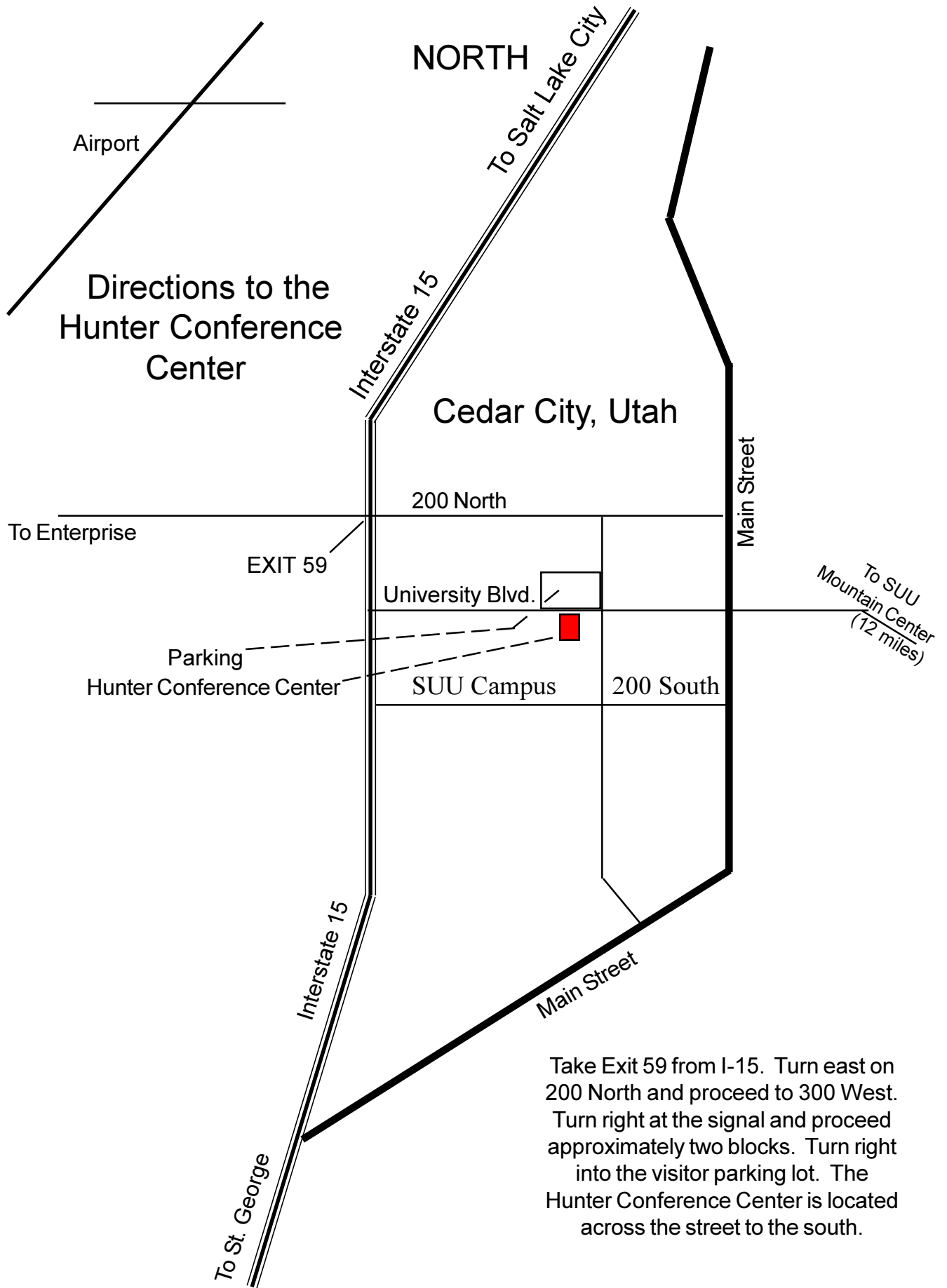
Special Requests: _____

I understand that while every reasonable effort will be made to prevent theft or damage, neither UELMA or Southern Utah University will be held liable for loss or damage.

Vendor Signature

Date

**Please return completed form and check by August 31st, 2008 to:
John Smith
714 W. 1900 N.
Clinton, UT 84015**



Take Exit 59 from I-15. Turn east on 200 North and proceed to 300 West. Turn right at the signal and proceed approximately two blocks. Turn right into the visitor parking lot. The Hunter Conference Center is located across the street to the south.