



Welcome to Let's Create Expo 2017

April 28-29, 2017

Thanks SO much for exhibiting at Let's Create Expo! We are thrilled to be putting together a successful 2017 show!

Show Address: 9575 State St, Sandy, UT 84070

TIMES TO MAKE NOTE OF:

Exhibitor Move In: Thursday April 27th between 8:30 a.m. – 8:00 p.m.

(vehicles can be driven directly into the halls to help with set-up from 8:30 a.m. – 12:00 p.m.)

*ALL vehicles will have to exit the halls no later than 12:30 p.m.

Show Schedule: Friday - *First day of show – 9:00 a.m. – Midnight (10:00 am for regular admission)

Saturday - *Final day of show* – 9:00 a.m. – 6:00 p.m. (10:00 am for regular admission)

Exhibitor Move-Out: Saturday, final day of show - 6:15 p.m. – 11:00 p.m.

BOOTH PAYMENT:

All Final Payments are now DUE.

If you have not made arrangements for your final payment, please contact me. chelsy@letscreateexpo.com

Booth spots are not reserved unless final payment is made 60 days prior to show date
or unless arrangements have been made.

HOTELS:

For your convenience, Hotel accommodations near South Towne Expo Center offer a discount for Expo Participants. Visit our website for more information. <https://www.letscreateexpo.com/hotel.html>

SHOW PROMOTION:

*Facebook: Feel free to join us on Facebook. Don't be shy! Share info on your product, classes, show specials etc with our fans. <https://www.facebook.com/letscreateexpo>

We would love to have your help spreading the word about Let's Create Expo! Our logo is available for your use.

Download at <http://www.letscreateexpo.com/vendorinfo.html>

GIVEAWAY: If you would like to participate in our pre-show vendor ticket giveaway, here are the details:

- use the Logo image
- Run the contest as you would like and for the amount of time that you would like
- Giveaway 2 regular admission tickets (good either day)
- Email in the name of the winner or winners to chelsy@letscreateexpo.com.
- The winners names will be on our "will call" list at the information booth. The winners can come get their wristbands there.
- We will gladly promote your contest on our Facebook and drive traffic to your Facebook page if you let us know about it

In addition to our online campaign, we have a social media company who is running targeted ads on facebook and instagram, we will be running a commercial on Channel 4 and will also be doing a few segments on Good Things Utah leading up to the show. GTU will also set up their studio at our show on Friday morning and will film live from Let's Create Expo.

Booth Inclusions:

Each 10x10 booth includes:

1 – 8' Table Skirted & Topped with Vinyl

2- Padded Chairs

1 – Wastebasket

8' High Back Drape

3' High Side Drape

7" x 44" Booth ID Sign

*Additional items needed such as electrical will be at an additional cost and will be handled through our event coordinator, JP Display. Telephone lines and internet are handled directly with South Towne Expo Center. You can find their request form on their website or here: <http://www.letscreateexpo.com/vendorinfo.html>

A service kit from JP Display will be emailed out shortly.

CHECK-IN:

Please check-in with Let's Create Expo staff at the back of the Expo Center (rear, south east side) upon arrival for set up. You will receive:

Vendor wristbands

Temporary Tax Information

*Vendors will receive 4 exhibitor wristbands per each 10x10 booth purchased for the entire duration of the show. (example: if you purchase a 10x20 booth you will receive 8 wristbands. You can purchase additional wristbands for \$5.00 each, non-exhibitor price is \$12)

Join us on Thursday during set up from 3:00-4:00 to say hello and grab some light refreshments at the Center Stage.

AT THE SHOW:

Temporary Sales License:

A Sandy City Temporary Sales license will be issued to all vendors at set-up. No need to do anything in advance.

*Those working in your booth must have a wristband before entering the expo.

*If workers are rotating shifts it is your responsibility to make sure you leave extra wristbands at the information booth in the lobby or be able to send somebody to the lobby to meet the incoming workers. They will not be allowed to enter without the proper wristband.

*Prizes / Giveaways – Prize giveaways are a **Great** way for you to promote your booth and adds to the fun and excitement of the show! We will provide prize give-away sheets for you to fill out for each prize you would like to give. Simply bring the prize give-away and completed sheet to the center stage and we will read over the PA system some brief information about your company while giving your prize away. This adds so much fun and excitement to the show while bringing more customers to your booth!

P.A. Sale Announcements - There will be limited time available to share the giveaway, sale, raffle, etc announcements that are happening within your booth space. But, we will do what we can. You are encouraged to donate prizes, as we giveaway your prize we will share the details of what is happening in your booth. This is a GREAT ways to have your booth recognized and for product from your booth to be showcased by our DJ.

Thank you so much for being a part of the Let's Create Expo and please feel free to let me know if you have any further questions or comments. We are looking forward to a great 2016 show!

Chelsy, Kristin, and The Let's Create Expo Team

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