



# EXHIBITOR MANUAL



Welcome to the Salt Lake Home + Garden Show!

**Thank you** for exhibiting with us!

This Exhibitor Manual has been compiled to help you and your staff with complete details about the exhibition process.

Enclosed you will find helpful information to make your participation in our show successful.

We strongly encourage you give this manual to those responsible for setting up your booth space and those participating in the show.

**SaltLakeHomeandGardenShow.com**

**MARKETPLACE** | **EVENTS**  
Largest Home Show Producer | in North America

## **SHOW MANAGEMENT:**

The [Salt Lake Home + Garden Show](#) is produced and managed by: [Marketplace Events](#)

## **SHOW HOURS:**

Friday, March 6: 12:00pm – 10:00pm

Saturday, March 7: 10:00am – 10:00pm

Sunday, March 8: 11:00am – 6:00pm

## **SHOW FACILITY:**

Mountain America Expo Center

9575 S. State Street

Sandy, UT 84070

P: 385.468.2260

## **SHOW OFFICE:**

During move-in, show hours and move-out, the Show Office is located in meeting room 200A near the south entrance. Look for the Show Office sign.

# MOVE-IN:

**ALL ACCOUNTS MUST BE PAID IN FULL BY FEBRUARY 13, 2026 IN ORDER TO MOVE IN.**

Dock doors will close promptly at 6:00pm Tuesday & Wednesday, at 7:00pm on Thursday and will not be re-opened until the following day.

**YOU MUST BE COMPLETELY SET UP BY 10:00am ON FRIDAY MARCH 6, 2026**

Move-in and drive-in times vary based on booth location. Please refer to the colored move-in schedule with that map on the website under your exhibitor kit page.

## **Section 1 YELLOW:**

- Drive in Time: Tuesday, March 3rd 10:00am-1:00pm

## **Section 2 ORANGE:**

- Drive in Time: Tuesday, March 3rd 3:00pm-6:00pm

## **Section 3 BLUE:**

- Drive in Time: Wednesday, March 4th 9:00am –12:00pm

## **Section 4 GRAY:**

- Drive in Time: Wednesday, March 4th 2pm – 6:00pm

## **Section 5 PURPLE:**

- Drive in Time: Thursday, March 5<sup>th</sup>
- Zone 1: 9:00am – 11:00am
- Zone 2: 12:00pm – 1:00pm
- Zone 3: 1:00pm – 2:00pm
- Zone 4: 3:00pm – 4:00pm
- REFER TO THE MOVE-IN MAP FOR YOUR ZONE.

## **Section 4 RED - Last In First Out (LIFO):**

- Drive in Time: Thursday, March 5th 4:00pm - 7:00pm

**For safety reasons, no one under the age of 16 is permitted in the halls or dock areas during move-in/out.**

## **MOVE-OUT DATES & HOURS:**

Sunday, March 8: 6:00pm – Midnight

Monday, March 9: 8:00am – Noon

**All booths located in the last in first out (LIFO) sections MUST begin hand carry & cart move out Sunday March 8, 2026 at 6:00 pm.**

Vehicles are **NOT** allowed in the building until 8:00 p.m. on Sunday, March 8, 2026.

No move-out before 6:00 pm on Sunday. Early Move-Out is strictly prohibited. NO EXHIBITS can be removed during show hours. Any violations will result in a \$500 fine. Marketplace Events is not responsible for any materials or displays that are left at the building. Exhibits and items MUST BE REMOVED no later than Noon on Monday March 9th or are subject to removal and a cleaning fee.

**Dismantling your booth prior to show close at 6:00 pm on Sunday is strictly prohibited. Your cooperation is appreciated.**

You may use your own carts, hand trucks, dollies, etc. These items are not provided for you.



# BOOTH INFORMATION, RULES & REGULATIONS

Exhibit booths will have an 8' draped back wall. On each side, a draped side rail will extend from the back of the booth to the front of the booth at a height of 3'. Booths located along the south wall will have 3' drape along the back. Drape and displays may not cover the electrical panels located along the wall. Drape is black.



**Tables,  
chairs,  
electricity,  
etc. are not  
included  
with the**

**cost of your exhibit booth.**

If you are using side walls as part of your display, they must be completely finished on BOTH sides. No exposed wires, frames, or wood for the public or your neighbor to see. Booths may not protrude into the aisle or beyond the depth limits of the booth dividers.

## **\*\*Tents and canopies are prohibited\*\***

- Booths may not protrude into the aisle or beyond the depth limits of the booth dividers
- Booth may not exceed 8' height limit
- All inventory and personal items must be stored COMPLETELY OUT OF SIGHT.
- Your booth should look professional and inviting to the attendee
- NO HELIUM BALLOONS
- No flag poles above 8 feet. (Unless prior approval has been given by show management)
- No tear-drop flags, paper banners.
- No handwritten signs. All signs must be professionally made.

**Flooring:**

Flooring is not included in the cost of your exhibit booth. It is mandatory that all booths are carpeted or have some type of clean, professional-looking floor covering that covers 100% of the booth's square footage. Flooring should not protrude into the aisle or beyond the depth limits of the booth dividers.

**Table Skirting:**

It is mandatory that all tables are properly skirted. Skirting must go from the edge of the table to the floor on all four sides. All skirting must be pressed and neat. Use of plastic table cloths, sheets, shower curtains or any type of "makeshift" table cloths is not permitted. We strictly enforce this and will skirt all incorrectly skirted tables at the exhibitor's expense.

**Signs:**

Signs **MAY NOT** exceed 8 Feet. This is the height of the back drape provided to you in your booth space (unless your booth space is 400sq ft. or larger or are along a perimeter wall). Rotating, flashing, strobe or projection lights are not permitted.

**Product Display:**

- Only products agreed upon in the signed contract can be sold and displayed in your booth. Only one (1) product per 100 sq. ft. or smaller.
- Working in the aisles or distributing brochures, etc. from any other area other than within your booth space is prohibited. All activity must take place inside your contracted space only.

**Vehicles in Exhibits:**

- If you plan on having a vehicle in your booth as part of your display, please contact Show Management for approval and move-in instructions.
- ALL vehicles must be in a 10 X 30 space or larger.
- If you plan on including a vehicle in your display, please contact show management for approval and special move-in instructions.
- ALL vehicles batteries must be disconnected and cables taped.
- NO vehicles in exhibits may block exit doors, or fire extinguishers in pillars or on walls.

- Keys to all vehicles displayed in show must stay on show site at all times.
- ALL vehicles must have locking gas caps or gas caps sealed with tape and no more than a 1/4 tank of gas in the vehicle.

### **Food & Beverages:**

- No full-size candy bars may be given out
- No water bottles of any size may be given out unless purchased through the facility
- No alcohol may be consumed on show site other than during designated times and locations as specified by the show facility/convention center. Alcohol consumption is strictly forbidden during all move-in and move-out hours. Additionally, the use or distribution of illegal drugs is strictly forbidden. Any persons including exhibitors, service providers, employees, attendees or anyone else working at or attending the show that does not comply with this policy will be removed from the show and their credentials will be revoked.

### **Fire & Safety:**

- All materials used in exhibits must be fire retardant.
- No cut evergreen trees unless treated.
- No straw bales.
- Fire Bowls/Pits:
  - Must be under a covered screen AT NO TIME CAN THE FIRE RISE ABOVE THE SCREEN
  - Must have a fire extinguisher in booth
  - Propane tanks are not allowed in Mountain America Expo Center (MAEC). A gas line can be purchased through MAEC directly for your fire bowl/pit.

An additional permit and fee that will be required is the open burn permit fee. Once again, this is a permit that is required by code. 106.6.34 Open Flames and Candles.

An operational permit is required to use open flames or candles in connection with assembly areas. Applications for the permit can be filled out [HERE](#). All applications and supporting documents with payment of the fee will need to be done no later than five days before the event. If an application or supporting documents are submitted any later than 5 days prior to the event, an applicant could have to pay an expedited review fee, which is the

cost of the permit times two. The permit will then be issued on the date of inspection or prior to if, no inspection is required.

#### MAEC Policies and Procedures

Find the complete rules and regulations [HERE](#).

- Do not hang/tack/tape, etc. anything on air walls
- No spray painting or aerosol can usage inside the building. Must be done outside.
- No dry cutting in the hall. Must be done outside in the parking stall areas closest to dirt. Cutting must be done over a pallet or other raised item to protect blacktop.
- All carpeted areas require the wheels on freight handling equipment and lifts to be suitably covered or use non-marking wheels approved by the facility. If forklifts or pallet jacks are used on carpeted surfaces, then the application of protective covering to the floor is required. The cost to repair damage to carpeted areas will be billed directly to the general service contractor.
- Paint -Contractors must provide complete protection from paint and paint products in all areas of the facility including the exhibit floor. Under no circumstances may spray paints, airless sprayers, power painters, airbrushes or similar tools be used within the facility without written consent from the facility.

## DECORATOR SERVICES

Modern Expo & Events is the show decorator and provides carpet, tables, chairs, etc. Please order these items directly from them. Forms are available on the Exhibitor Kit section of our website or call them directly 801.983.8160. Reminder: ***Discount Deadline is TUESDAY, FEBRUARY 17<sup>th</sup>***.

## UTILITIES

Electric Service: Exhibit rates do not include electric service. If electric service is needed it must be ordered from Modern Expo & Events at exhibitors expense. Modern Expo & Events can be reached at 801.983.8160.

Phone & Internet: Exhibit rates do not include phone or Internet service. If phone and/or Internet service is needed it must be ordered from the facility at the exhibitor's expense. You



can find the MAEC Services information page on the exhibitor kit section of our website or by calling Mountain America Expo Center directly at 385.468.2260.

Water: Exhibit rates do not include water fill and/or drain service. If water service is needed it must be ordered from Mountain America Expo Center at the exhibitors expense by calling 385.468.2260.

Natural Gas: Exhibit rates do not include natural gas. If natural gas is needed it must be ordered from Mountain America Expo Center at exhibitors expense by calling 385.468.2260

## **EXHIBITOR BADGES**

- Exhibitor badges are NOT mailed out prior to the show.
- Badges can be picked up in the Show Office (room 200A) during move-in and at Will Call (located in the south lobby) starting at 1pm on Friday. Plastic badge holders are provided.
- Exhibitor badges are required to identify you as an authorized exhibitor. Exhibitors will not be allowed access to the show floor during show days without a badge.
- Four (4) exhibitor badges are provided for the first 100 square feet of space purchased, One (1) additional badge will be given for any additional 100 square feet with a maximum allotment of 10 badges per company.
- If you have different staff members working your booth on different days, you are encouraged to drop off your badge each night in Will Call for another staff member to pick up.
- **EXHIBITOR BADGES ARE FOR EXHIBITORS; THEY ARE NOT TICKETS TO THE SHOW. THEY SHOULD NOT BE HANDED TO OR LEFT AT WILL CALL TO BE PICKED UP BY ATTENDEES, FRIENDS, OR FAMILY.**

## **EXHIBITOR ENTRANCES**

Exhibitors must show their badge and go through one of the two (2) main entrances. Badges will be required to enter the show.

## COMPLIMENTARY TICKETS

Each exhibitor will receive 40 complimentary E-tickets via email. You will receive the emailed tickets 4 weeks prior to the show. **COMPLIMENTARY E-TICKETS ARE NOT PERMITTED TO BE SOLD AT ANY TIME OR DISTRIBUTED AT THE ENTRANCES OF THE SHOW.** You are welcome to use your e-tickets to invite potential customers, friends, and family ahead of time.

## WILL CALL

Will Call will be setup in the south entrance. You are welcome to leave your extra badges at Will Call to be picked up by your staff as they come in. You may also drop your badge off at the end of the day and pick it up the next morning. If you are leaving tickets for your guests, please place them in INDIVIDUALLY marked envelopes with FIRST AND LAST NAME on the front of the envelope. EXHIBITOR BADGES ARE FOR EXHIBITORS ONLY, THEY SHOULD NOT BE LEFT AT WILL CALL TO BE PICKED UP BY ATTENDEES, FAMILY, OR FRIENDS.

## PARKING

Exhibitor parking, during move-in, is at Mountain America Expo Center. It can fit oversize vehicles and is an open air lot. Friday after 5 p.m., Saturday, and Sunday there is NO PARKING in the Mountain America Expo Center lots. Please park across the street at the inContact parking structure. A shuttle will be provided.

Please note- Wrapped vehicles with company logos, names or banners are NOT allowed in the front parking lot of the Mountain America Expo Center and should be parked at the inContact Parking Structure. Improperly parked vehicles will be subject to a fine.

## MARKETING OPPORTUNITIES

Please visit the Marketing Opportunities section of our website to take advantage of our many affordable marketing opportunities that will maximize your investment in the show, and drive traffic to your booth. You may also contact your Exhibit Sales Consultant directly. Sponsorship Opportunities are also available; please reach out to our show manager, Ian Richmond for more information: [ianR@mpeshows.com](mailto:ianR@mpeshows.com).

[CLICK HERE](#) for the digital marketing page to promote your show involvement!

## PERMITS & TAXES

### UTAH STATE SALES TAX

All companies are required to submit a Utah State Sales Tax Number.

You may obtain a temporary sales tax number from:

State Tax Commission Special Events Section

210 North 1950 West Salt Lake City, UT 84134 Phone (801) 297-6303

Fax (801) 297-6358

## FOOD PERMITS

All exhibitors distributing food (or samples) must obtain a Temporary Event Permit. Each Vendor is responsible for obtaining a permit and contacting Sodexo directly. For questions, please contact Stephanie at [stephanie.hedman@sodexo.com](mailto:stephanie.hedman@sodexo.com) or 385.280.9378.

(See Food (Permit on following page)



Salt Palace Convention Center & Mountain America Exposition Center

### **OUTSIDE FOOD & BEVERAGE SAMPLING APPROVAL & WAIVER FORM**

This form must be **completed and returned** to SODEXO LIVE for approval no less than (30) days prior to the event start date. SODEXO LIVE will provide written approval of the food and/or beverage arrangements to the exhibiting company within 7-10 business days. **Without SODEXO LIVE approval, outside sourced food and/or beverages will not be allowed on-site.**

Name of Show \_\_\_\_\_ Date(s) of Show \_\_\_\_\_  
 Exhibiting Firm \_\_\_\_\_ Booth # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
 On-site Contact \_\_\_\_\_ Email \_\_\_\_\_ # \_\_\_\_\_

Product to be Distributed \_\_\_\_\_  
 How is it prepared \_\_\_\_\_  
 Type of equipment to be used \_\_\_\_\_  
 Sample Size Portion \_\_\_\_\_ Qty Per Day: \_\_\_\_\_ Sold Portion Size \_\_\_\_\_ Qty Per Day: \_\_\_\_\_  
 Will product be sold, sampled, or both? \_\_\_\_\_

*Please note that any food/beverage sold is subject to a waiver/displacement fee.*

APPROVED: \_\_\_\_\_  
 DAILY WAIVER SODEXO LIVE MGR. DATE  
 COMMENTS \_\_\_\_\_

### **RULES AND REGULATIONS**

- All food & beverage items in the Ballroom, Exhibit Halls, Concourses, & Mezzanines **must be purchased** through the Food and Beverage Department - **THIS INCLUDES BOTTLED WATER**
- ++ (current sales tax + 23% house service fee) applies to all waiver/displacement fees.
- All food & beverage waivers require full payment in advance. We accept America Express, MasterCard, Visa, or a Company Check.

#### **General Conditions:**

1. If applicable, the exhibitor must obtain a Temporary Food Permit from The Salt Lake Valley Health Department. SLVHD is located at 788 E. Wood Oak Lane Murray, UT 385.468.3845
  - a. The Health Department's main concern with sampling is bare hand contact by workers and customers. If you are portioning your samples on site, gloves may not be enough. You may be required to have a hand washing station. **Please contact SLVHD with any questions.**
2. The product to be distributed must be the **primary business** of the exhibitor.
3. All items to be given away are limited to sample sizes:
  - a. **Food Samples - 2-Ounce** Maximum Sample Size
  - b. **Non-Alcoholic Beverage Samples - 4-Ounce** Maximum Sample Size
4. **SODEXO LIVE is the sole holder of the liquor licenses for both facilities. Outside alcoholic beverages are not permitted to enter the facility as it is a violation of Utah State Liquor Laws.**
5. **Alcoholic Beverage Samples - Alcoholic sampling is not permitted.**
6. Food and beverage items used to promote booth traffic **MUST** be purchased through SODEXO LIVE.

If you have any questions, please contact your SODEXO LIVE Catering Sales Manager  
 --Please Retain a Copy for Your Records--

Please return form to your Catering Sales Manager [Stephanie.Hedman@Sodexo.com](mailto:Stephanie.Hedman@Sodexo.com), (385) 303-8265

# SHIPPING INFORMATION

To avoid extra expense, most exhibitors choose to deliver their displays/materials themselves on scheduled move-in days.

## REGULAR SHIPPING

If you can arrange with your shipper to deliver during normal move-in days when your staff is at the facility to accept delivery, you may ship direct to yourself at the normal facility address at no additional expense (see directory for facility address.)

Be sure to include your full company name, exhibit space #, facility address, required delivery date, and phone numbers when shipping.

If you choose to ship to yourself at the show, you must ensure that delivery occurs during move-in and that you have staff on site to accept it. Otherwise, your shipment will be refused since MARKETPLACE EVENTS or the facility is not authorized to accept it.

## ADVANCE SHIPMENTS & CONSIGNED SHIPMENTS

Please see Modern Expo & Events Manual for details and current drayage prices.

If you require advance shipments (shipments arriving before scheduled move-in days), or shipments requiring acceptance (when exhibitor is not available to accept shipments during move-in), you must use Modern Expo & Events at your expense.

SHIPMENTS SHOULD BE RECEIVED AT LEAST ONE WEEK PRIOR TO MOVE IN. Such material consigned to Modern Expo & Events will be delivered to the show on scheduled move-in days. **EXHIBIT SPACE RATES DO NOT INCLUDE DRAYAGE CHARGES.**

Advance shipments must be marked and Consigned as follows:

Exhibitor / Company Name & Booth #

Salt Lake Home & Garden Show 2026

Modern Expo, Events, & Exhibits

3370 W 500 S

Salt Lake City, UT 84104

# INSURANCE

Show Management is insured against public liability and property damage claims arising out of the conduct of the show. This insurance does not cover exhibitors' property, which is placed on display at the exhibitor's risk. Please refer to items #4 and 5 on your exhibitor contract/application or contact Show Management if you have questions.

# SHOW HOTEL INFORMATION

Hyatt House – Sandy, UT

9685 South Monroe Street

Sandy, UT 84070

801.304.5700

The Hyatt House is an all-suite property with a full kitchen in every suite:

- COMPLIMENTARY daily full healthy hot breakfast buffet
- COMPLIMENTARY Evening Social Monday-Thursday 5:30pm-7pm featuring generous appetizers, soup, salad and assorted beverages including beer, wine and soft drinks
- COMPLIMENTARY 20 mega fiber optic high-speed internet in all guest suites, lobby and meeting rooms'
- COMPLIMENTARY year-round heated outdoor pool & hot tub, on-site fitness center, a business center with printing capability