



To Our Valued NACC Vendors
Enhance your experience and drive more customers to your booth
by participating in the Annual Scavenger Hunt.



NACC is pleased to offer all vendors an opportunity to participate in our Scavenger Hunt during the trade show. This has helped build excitement and drive customers to all vendors booth that **opt-in to participate in the Scavenger Hunt**.

Here Are the Details

Step 1.

As an exhibitor at the trade show, you will first need to agree to be a participant in the Scavenger Hunt. _____NO, I do not want to participate.

Company Name: _____

(If you do not wish to participate no additional action is required)

Step 2.

If you agree to participate:

- Commit to **the number of** Scavenger Hunt Casino Cash prizes you are offering.
- EACH Casino Cash Prize is a **\$20 cash bill that you must bring to your booth to give away.** For each Cash Prize (\$20 cash bill) you commit to you will receive one random Scavenger Hunt number that you will have at your booth.
- If your company would prefer to provide \$20 gift cards instead of cash that is fine.
- If your company paid additional scavenger hunt funds when registering for the conference the NACC will provide you with the \$20 cash bills the morning of the trade show.

- If you need an invoice to requisition funds, contact the Executive Director at the NACC office and he will generate an invoice.
info@nacc-online.com

All attending NACC members will receive a random Scavenger Hunt number as part of their conference registration to try and find the Vendor who has their matching number.

Example: J & J is sponsoring 5 Prizes (5 -\$20-dollar bills). J & J will receive five random numbers that correspond to 5 -NACC members' numbers. J & J will display those five numbers at their booth.

Step 3.

NACC members will receive instructions before the trade show identifying the Scavenger Hunt Booth Participants. This will ensure that the members will stop at your booth to see if they are one of the Cash winners.

Participation Commitment ***Return below to Executive Director*******

We ask that you review this opportunity and confirm your participation in the Scavenger Hunt by completing below -save the document and e-mail it to:
Chuck Aldridge NACC Executive Director [info@nacc-online.com]

_____ **Yes,** I commit to participating in the Scavenger Hunt.

_____ (Insert) Company Name.

Our company is committed to supplying _____ a number of prizes.
- Each Prize is a \$20 cash bill is equal to ONE Booth Prize



Thank you for considering participation in this fun, exciting NACC booth promotion.

VENDOR INFORMATION

NACC Conference
Salt Lake City, Utah – June 24-26, 2024
Trade show June 25, 2024, 10:45 A.M. –
2:00 P.M.

Booth Number

Booth numbers will be sent no later than June 1st. We require all electrical requirement forms returned before we can finalize booth numbers.

GENERAL INFORMATION

The host Hotel is the Sheraton Salt Lake City Hotel. Cap a memorable day with a swim in our outdoor pool and a workout in our 24-hour fitness center. Our spacious hotel accommodations feature HDTVs, Wi-Fi, room service, and downtown Salt Lake City views. Turn your business or leisure trip into an unforgettable experience in Utah.

To make hotel reservation using the special NACC Conference room rate of \$169 to go **NACC Hotel Reservations**

Welcome Reception/Dinner, the member/vendor welcome reception is at the Rice Eccles Stadium- University of Utah campus. We will start with drinks, relaxing and socializing. The NACC members will then have an amazing dinner experience catered by the U of Utah team. Provide the name of all vendor members attending this event by **June 1st**.

The Ron Athey Award recipient will be presented after dinner at the Memorial Stadium.

Trade show: Tuesday, June 25th from 10:45 A.M. – 2:00 P.M. at Rice Eccles Stadium- University of Utah. Vendors can start setting up their booths from 3:00-5:00pm on Monday, June 24th or 7:45 A.M. on Wednesday June 20th.

You can pick up your registration packet for the conference in the hospitality room at the host hotel Monday June 20th from 11:00 A.M. – 7:00 P.M.

Your name badge WILL BE REQUIRED to enter each of the activities. This includes the Opening Reception and Dinner on Tuesday night.

Vendor Appreciation Reception and Dinner- Tuesday at Rice Eccles Stadium- University of Utah campus. This is another fantastic opportunity to meet members in a social environment and build relationships. Provide the name of vendor member attending this event by **June 1st**.

Lunch Wednesday will be at BYU between education sessions. Please join the group all day and learn about what the concession manager's issues may be that your company can help with.

Education Sessions – Tuesday – Wednesday will have various educational sessions located on campus at the athletic facilities, please join the group every day and learn more about the University concession operation.

All vendors members: Please join other members for the conference education sessions, Utah and BYU facility tours and meals. Please see the website for updated conference information, www.nacc-online.com.

VENDOR SET-UP, BREAK DOWN AND ON-SITE REGISTRATION

The trade show will be at Rice Eccles Stadium- University of Utah campus on June 25th from 10:45

A.M. to 2:00 P.M. (Note: Trade will open right after we do a group picture outside of the arena.)

Name Badges will be provided based on the names submitted on your company trade show registration form. Should there be any name changes, please contact Chuck Aldridge NACC Executive Director at 301-448-9560 or by email at info@nacc-online.com by **June 1st. NAME BADGES WILL BE REQUIRED FOR ALL MEALS AND OTHER ACTIVITIES.**

Move-In - Vendors will be able to move on Monday, June 24th 3:00 P.M. – 5:00 P.M. and Tuesday, June 25th, 7:45 A.M. – 10:30 A.M. (**Vendors must be set up by 10:30 A.M.**)

Move-Out – Vendors can break down booths starting at 2:00 P.M., June 25th, and cleared by 4:00 P.M., June 25th.

Vendors must pick up their registration packet prior to setting up their booth. Registration is available at the Host Hotel and Rice Eccles Stadium- University of Utah on Tuesday morning:

Monday, June 24th 11:00 P.M. – 7:00 P.M. at the hotel

Tuesday, June 25th 7:45 A.M. – 10:00 A.M. at Rice Eccles Stadium- University of Utah

Please remember that an **Insurance Certificate must** be on file with your trade show booth application. Please plan to submit a valid policy as soon as possible that covers you through the show. Each vendor must carry a comprehensive general commercial liability policy in the amount of one million dollars with the National Association of Collegiate Concessionaires, and University of Utah as additional insured. This **Insurance Certificate** form can be mailed to the NACC office– 911 Kingsbridge Terrace Mount Airy, MD 21771). Insurance certificates are due by **June 1, 2024.**

Booth information each booth will be 10 x 10 or 10 x 8, with an 8’ draped table, an 8ft high back drape and 3 ft side rail drape. Color will be Black. There will be space for food carts. Contact Megan Evans with any questions.

Electrical requirements form in this packet **must** be submitted by **June 1, 2024**, to the NACC office.

If you require any additional trade show information please call Chuck Aldridge, at the following numbers.

Chuck Aldridge, NACC Executive Director
911 Kingsbridge Terrace
Mount Airy, MD 21771
(301) 448-9560 cell/office
info@nacc-online.com
www.Nacc-online.com

Megan Evans
University of Utah
(801) 718-3920 cell
mevans@stadium.utah.edu

LOGOS & TRADEMARKS

Vendors may request one-time use of the new NACC logo on promotional products to be given away during the show. There is no fee for this. Please contact Chuck Aldridge NACC Executive Director for permission to use the NACC logo.

ELECTRICAL SERVICE REQUIREMENTS (deadline **June 1st)**

120 Volt service will be provided at no charge. Please supply **exact requirements** for electrical needs by **June 1st** to ensure power is supplied to your booth. 208 Volt service is available on a limited basis for an additional charge of \$250. Please contact us with any special needs. (We do not have 220 volt or 240 volts available)

Power requirements options:

No Power is required at our booth:

120 – Volt 5 amps:

120 – volt 10 amps:

120 – Volt 15 amps:

120 – Volt 20 amps:

Additional Power requirements (\$250 charge)

208 – Volt single phase 20 amp:

208 – Volt single phase 30 amp:

SHIPPING TRADE SHOW EQUIPMENT & SUPPLIES

The University of Utah will accept and store your shipments beginning on Thursday, **June 6th**. There is a refrigerator and freezer space available if needed. Please mark all shipments if your product requires refrigeration or the freezer.

All items must be shipped out by Friday, **June 28th** via UPS, Fed Ex, or Common Carriers.

It is the responsibility of each Vendor to tag their shipment.

Contact Megan Evans at (801) 718-3920 cell for additional size restrictions or help and shipping information.

Please ship all of your materials to:

FOR ALL OTHER MATERIALS SHIPPED: MARK YOUR SHIPPMENT WITH ONE OF THE BELOW TITLES:

Option #1: NACC TRADE SHOW BOOTH – arrive by June 16th.

Boxes must be CLEARLY LABELED “TRADESHOW BOOTH PRODUCT AND EQUIPMENT”

NACC Trade Show
C/O Megan Evans
Concessions
451 S 1400 E
Salt Lake City, UT 84112

Attn: Megan Evans
(801)718-3920 Cell

Option #2: NACC WELCOME BAG ITEMS (sample or product literature) – arrive by June 1st.

Boxes must be CLEARLY LABELED “WELCOME BAG ITEM”

Option #3: TRADESHOW PRIZES – arrive by June 6th.

Boxes must be CLEARLY LABELED “TRADESHOW PRIZE ITEM”

SHIPPING AND MAILING INSTRUCTIONS FOR WELCOME BAG SAMPLES AND PRIZES

NACC Trade Show
C/O Megan Evans
Concessions
451 S 1400 E
Salt Lake City, UT 84112

Attn: Megan Evans
(801)718-3920 Cell

For **Welcome Bag samples, or Prize Drawing Items Only** – Conference Sponsors and Vendors are encouraged to provide product samples, promotional items, drawing gifts, shirts, and cups that will be included in either members welcome bags at registration or as donations

for prizes that are given to members after the tradeshow.

In order to qualify for these tradeshow prizes, University members must stop by the conference sponsor booths at the tradeshow. The NACC will have a questionnaire that members walk through the tradeshow with, and it will require the vendor to sign. All prizes and promotional items should arrive **No Later than June 6th, 2024, to:**

NACC Trade Show
C/O Megan Evans
Concessions
451 S 1400 E
Salt Lake City, UT 84112

Attn: Megan Evans
(801)718-3920 Cell

FIRE AND SAFETY REGULATIONS

All fire and safety regulations will be strictly enforced. Each vendor assumes responsibility for compliance with such regulations. All decorations and booth equipment must be fire-resistant, and electrical wiring must meet all safety requirements of the University of Utah campus. Combustible material shall not be stored in the venue.

LIABILITY

Vendor assumes all risk and responsibility for attending the NACC Trade show. Vendor agrees that neither NACC nor the University of Utah, nor any of their respective shareholders, directors, officers, employees, representatives, agents, contractors, subcontractors, attorneys, insurers, and all other persons related to or associated with the NACC and University of Utah, shall be held liable to any entity or individual for any loss, damage, or injury arising out of or relating to (i) the exhibit or property of vendor, (ii) any use of the exhibit booth space by vendor, (iii) any negligent, intentional or other act or omission of vendor (or any of vendor's officers, employees, representatives, agents or independent contractors), (iv) any violation of law, code, regulation, ordinance, instruction, guideline or other rule, including, without limitation, these rules, by vendor (or any of vendor's officers, employees, representatives, agents, or independent contractors) or (v) any product or service of vendor.

Each event listed in subparagraphs (i) through (v), above, is hereinafter called an Indemnified Event.

INDEMNIFICATION

Vendor agrees to indemnify and hold harmless NACC, University of Utah, and their respective shareholders, directors, officers, employees, representatives, agents, contractors, subcontractors, attorneys, insurers, and all other persons related to or associated with NACC

and, University of Utah from any and all claims, threats, damages, injury, losses, liability, suits, actions, demands, judgments, proceedings (whether legal, equitable, administrative, or otherwise), costs, and expenses (including without limitation reasonable attorneys' fees and expenses) relating to or arising from an Indemnified Event.

SUBLETTING OF EXHIBIT SPACE

Vendors may **NOT** assign, sublet, or apportion to any other entity or individual all or any part of the exhibit space allocated and may not advertise or display goods or services other than those produced or sold by said vendor in the regular course of business.

MISCELLANEOUS

Vendors are responsible for setting up your own booth display and moving supplies to and from your booth. NACC and Utah staff will provide delivery of the products that they are storing. Please coordinate delivery in advance with Megan Evans

We recommend that you bring your own extension cords. The University of Utah will not provide extension cords in your booth.

Food, beverage, merchandise samples and handouts are permitted and **strongly encouraged!**

Booth Numbers and assignments will be available after June 1, 2024. We will email each company contact person with the booth number by June 16th, 2024. Contact Chuck Aldridge NACC Executive Director, for booth location information.

Make plans to join us for the Vendor's Appreciation Dinner on Tuesday night after the trade show!

Again, Vendors are welcome to participate in **all** conference educational sessions as well as other activities and meals. This extra time with conference participants provides more opportunities to network with potential clients.

Thank you,
Chuck Aldridge
NACC Executive Director
(301) 448-9560 cell/office
info@nacc-online.com



NAME BADGE FORM

Complete form and return by **June 1, 2023**, to info@nacc-online.com.

NACC Platinum Sponsors can bring up to 3 Sales Representative, Gold Sponsors can bring up to 3 Sales Representatives and Silver Sponsors can bring up to 2 Sales Representatives
All attendees must have a paid membership.

Any additional sales reps will cost **\$200 each plus a \$250 membership if they have not already paid this**. If you need to pay additional membership or the additional sales rep fee, please call Chuck with payment information or provide credit card information below.

COMPANY NAME: _____

NAME

TITLE

1. _____

2. _____

3. _____ (sponsors only)

Additional fee for additional sales reps and membership if needed

Total Amount: \$ _____

Master Card Visa American Express, Security Code: _____

Card Holder Name: _____

Credit Card Account #: _____ Exp Date: _____

Card Holder Signature: _____

Statement Mailing address: _____

Statement mailing Zip Code (required): _____

Who should the receipt be emailed to: _____

NAME BADGES WILL BE REQUIRED FOR ALL DINNERS / ACTIVITES



Complete form and return by **June 1, 2023**, to info@nacc-online.com

ELECTRICAL SERVICE REQUIREMENTS (deadline June 1st)

120 Volt service will be provided at no charge. We need you to supply **the exact requirements** for electrical needs by **June 1st** to ensure power is supplied to your booth. Please contact us with any special needs.

Power requirements (**no charge**):

No Power is required at our booth: _____
120 – Volt 5 amps: _____
120 – volt 10 amps: _____
120 – Volt 15 amps: _____
120 – Volt 20 amps: _____

Additional Power requirements (**\$250 charge**):

208 – Volt single phase 20 amp: _____
208 – Volt single phase 30 amp: _____

Credit Card Information for 208 power:

Total Amount: \$ _____

Master Card Visa American Express, Security Code: _____

Card Holder Name: _____

Credit Card Account #: _____ Exp Date: _____

Card Holder Signature: _____

Statement Mailing address: _____

Statement mailing Zip Code (required): _____

Who should the receipt be emailed to: _____



On-Site Emergency Contact Form

Complete form and return by **June 1, 2023**, to info@nacc-online.com

Please provide the name and contact information of the primary individual who will be staffing your booth on-site. This information will allow us to contact your representative in the event of an emergency or questions.

This information will be kept confidential.

Exhibiting Company: _____

On-Site Contract Person: _____

Cellular Phone Number: _____

email: _____

Home Phone (if staying locally): _____

Back-up contact person: _____

Phone number: _____



Conference Meals

Complete form and return by **June 1, 2023**, to Chuck Aldridge by [email @ info@nacc-online.com](mailto:info@nacc-online.com).

Please provide the name of each sales rep that will be attending the meals during the NACC conference.

Monday Night Dinner – Rice Eccles Stadium University of Utah

NAME	TITLE
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1. _____
2. _____
3. _____ (sponsors only)

Tuesday Morning / Lunch at the trade show floor

NAME	TITLE
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1. _____
2. _____
3. _____ (sponsors only)

Tuesday Member / Vendor Dinner at the Rice Eccles Stadium- University of Utah

NAME	TITLE
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1. _____
2. _____
3. _____ (sponsors only)



Thursday Breakfast / Lunch- Brigham Young University

NAME

TITLE

1. _____

2. _____

3. _____ (sponsors only)