

2025 Spring
Board Meeting



May 13-15
Salt Lake City

VENDOR REGISTRATION

BY COMPLETING THIS REGISTRATION, THE VENDOR AND THEIR REPRESENTATIVES AGREE TO COMPLY WITH THE RULES OF THE VENUE, STATE LAW, AND ANY RULES SET BY THE UTAH FRATERNAL ORDER OF POLICE OR NATIONAL FRATERNAL ORDER OF POLICE.

THIS FORM MUST BE SIGNED AND RETURNED NO LATER THAN FEBRUARY 15, 2025. THE FEE FOR A TABLE IN OUR VENDOR HALL IS **\$1500** FOR A SINGLE TABLE or **\$2000** FOR A DOUBLE WIDE DISPLAY FOR 3 DAYS. CHECKS MADE PAYABLE TO *UTAH FRATERNAL ORDER OF POLICE* & MUST ACCOMPANY THIS REGISTRATION FORM. YOU MUST PROVIDE YOUR OWN DISPLAYS, HOWEVER 8' TABLE WILL BE PROVIDED BY THE VENUE FOR YOUR USE. POWER WILL ALSO BE AVAILABLE.

COMPLETED FORMS CAN BE RETURNED TO:

UTAH FRATERNAL ORDER OF POLICE
1085 WEST 9000 SOUTH #101
WEST JORDAN, UT 84088

BUSINESS NAME		REPRESENTATIVE NAME	
EMAIL ADDRESS		REPRESENTATIVE NAME	
VENDOR WEBSITE		REPRESENTATIVE NAME	

VENDORS ARE WELCOME TO PURCHASE TICKETS TO THE 2025 BLACK & BLUE GALA AND JOIN US THE EVENING OF MARCH 15TH, HELD IN THE SAME GRAND BALLROOM AS THE FOP MEETINGS. THIS IS A FORMAL/SEMI-FORMAL EVENT FUNDRAISER FOR OUR FOUNDATION. EVENT TICKETS MAY BE PURCHASED HERE: <https://www.utahstatefop.com/news-events/events/2025-black-and-blue-gala>

VENDOR HALL OPENED FROM 8:00-5:00 PM DAILY, EXCEPT SATURDAY MARCH 15th. ALL VENDORS MUST BE CLEARED OUT BY 11:00 AM. CONFERENCE PARTICIPANTS MUST PASS THROUGH VENDOR AREA TO ACCESS MEETING ROOM, SO THERE WILL BE HIGH FLOW TRAFFIC THROUGH VENDORS.

VENDOR REGISTRATION RULES (next page):

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1. **Registration:** Follow the event organizer's registration process and submit all required documents and fees within the specified deadlines. This includes providing accurate information about your company, products, and services. Vendor is responsible for their own event insurance and to provide proof upon demand of venue or FOP.
2. **Booth Design and Space:** Adhere to the rules and guidelines regarding booth size, height, layout, and design specified by the event organizer. Make sure your booth is visually appealing, well-branded, and complies with any restrictions or safety regulations. Booths are restricted to 8'x8'x8'. Double booths purchased are restricted to 16'x8'x8'.
3. **Display and Signage:** Use clear and professional signage that showcases your company name, logo, and key messages. Ensure that all displays, banners, and promotional materials are appropriate, well-maintained, and in compliance with event guidelines.
4. **Staff Conduct:** Train your booth staff to be courteous, knowledgeable, and professional. Encourage them to engage with attendees, answer questions, and represent your company in a positive manner.
5. **Outboarding:** Vendors may not hold a separate event at any location near this venue during any event sponsored or hosted by the Utah FOP or National FOP without prior approval from those organizations.
6. **Line of Sight Rule:** You may not block the view or "line of sight" of another vendor.
7. **Demonstrations and Samples:** If you plan to conduct product demonstrations or offer samples, make sure they comply with event guidelines and any applicable state laws, health and safety regulations. Vendors are responsible to obtain any necessary permissions or permits in advance, if required by law.
8. **Noise and Disturbances:** Respect the noise restrictions set by the event organizer to maintain a pleasant environment for all exhibitors and attendees. Avoid any activities that disrupt neighboring booths or interfere with other exhibitors' activities.
9. **Electrical and Fire Safety:** Ensure that all electrical equipment, wiring, and connections comply with safety standards. Follow fire safety regulations, such as keeping aisles clear, having fire extinguishers available, and not blocking emergency exits.
10. **Marketing and Promotions:** Obtain permission before distributing materials outside of your booth area or engaging in any marketing campaigns that may impact other exhibitors. There will be opportunities for vendors to sponsor small events that week, such as luncheons, treats, or sponsorship to the 2025 Black & Blue Gala on March 15th. Those sponsorships are above what is listed here. Contact utah@fop.net for further information on separate sponsorships.
11. **Cleanup and Booth Breakdown:** Leave your booth area clean and tidy at the end of the event. If you brought it with you, it leaves with you.

Authorized Signature for Vendor: _____

(print name: _____)