



RULES AND REGULATIONS

1. Access to the building will start at 8:00 a.m. on Saturday Aug 6, 2016. Exhibitor booth must be set up and ready for the event by 9:30 a.m.
2. Exhibitor booths must be cleaned up and cleared of all event materials at the conclusion of the event. Any materials left at the conclusion of the event are not the responsibility of United Africans of Utah, South Towne Expo Center, or the city of Sandy. The aforementioned organizations are not responsible for lost or stolen items.
3. Tables will be provided but not table clothes, you will be required to bring any table decorations needed for your booth.
4. United Africans of Utah and the South Towne Expo Center are not responsible for children left unattended.
5. The following items are prohibited at the South Towne Expo Center:
 - Scotch tape, duct tape, glue, or other tape or adhesives that have the potential to damage areas of the center.
 - Nails, screws, staples or other fasteners into any portion of the facility, interior or exterior.
 - Hanging of any political banners, signs, flyers, posters, or other political material, except in designated zones.
 - Hanging of any decorations on the Spirit of Diversity mural.
 - Pinning or attaching any items to the stage drape, curtain, or wood facade.
 - Body oil of any kind, powder or any other material that will lead to the injury of another
 - Patron or damage any part of the South Towne Expo Center in any way.
6. Patrons have access to the area of the event and public spaces. Public spaces are: hallways, rest rooms, crossroads (even if rented), lobby areas, etc. Public space is for public use and is not considered part of the exhibitors rented space.
7. Public rest rooms are not to be used as dressing rooms. Dressing rooms must be a designated area away from public view. A separate room is required for the changing of clothing or costumes. Please inform U.A.U. officials prior to the event if additional space is needed for a dressing room.
8. At the conclusion of the event a final inspection will take place by an authorized representative of U.A.U. and/or the South Towne Expo Center and the client before the event is considered closed. All items provided to the client (e.g. tables, chairs, etc.) must be returned in the same condition as given to avoid additional charges. Failure to return items and damage of items may result in additional fees.
9. Exhibitors must supervise their own table. Bicycles, skateboards, balls, sports equipment, squirt



guns, water balloons, etc. are not permitted in the building or grounds without written permission.

10. Exhibitors are not allowed to move any furniture and amenities or use any equipment (including computers, copy machines, office supplies, audio/visual equipment, etc.). Use of these items may result in additional fees from The South Towne Expo Center.

11. Sale of food or beverage is prohibited unless approved by the Utah food services. Sale of traditional or ethnic food is allowed.

For all approved food vendors, a food handler's permit, Sandy temporary business license, and a SLVHD Temporary Event permit are required for all public events where food is served. Go to the following websites for more information:

- For food handler card info go to:
<http://slcohealth.org/programs/foodprotection/foodhandlercards.html>
- For Utah food service approval please contact Todd Patterson at 801-347-4703 or todd@wfsutah.com or Traci at traci@wfsutah.com 801-521- 7585.

12. It is the responsibility of each exhibitor to obtain these permits/license on their own. Failure to do so could result in cancellation of vendor's booth.

13. No refunds will be given to any exhibitor three weeks prior to event.