



2017 Exhibitor/Sponsor Thank you and Information Letter

Thank you and welcome!

You have registered to be an Exhibitor/Sponsor at the Utah School Counselor Association (USCA) 2017 Conference on October 12th and 13th at the Provo Marriott. The address is 101 W 100 N, Provo, UT 84601. We are so excited that you will be joining us.

A few points of business:

1. Exhibitor check in will begin at 10:30 a.m.
2. Please let us know if your exhibit requires power. You will need to bring any required power cords and/or powerstrips.
3. In the coming days, you will receive an email invite to the "Sched" site for our event. **DON'T DELETE THIS EMAIL!** This app will provide you with an additional opportunity for advertising. "Sched" is the primary program for our event and will allow you to upload information and graphics about your product or organization.
4. To increase traffic to your booth we will provide a **"Secret Mission"** and drawing for our attendees. In order to be entered into the contest they must visit all exhibits on the secret mission map. Exhibitors who would like to participate in the treasure hunt may donate a gift basket or card to be raffled off at the end of the conference. **Please email me by September 26th** if you would like to participate in this event.
5. In order to attract attention to your table, PLEASE SEND ME A QUESTION THAT YOU WOULD LIKE COUNSELORS TO ASK YOU. I will be making a sign that says "Please Ask Me... (your question)". This is a good conversation starter and will have counselors spending more time at your exhibit as well as allowing you to provide them with the key information you would like them to go away with.
6. Please give me a count on the amount of lunches that you need according to the number of representative that will be at your table. Include any dietary restrictions.
7. If you have a pop-up booth, please let us know so we can put you in a location that will accommodate your setup.

Last but not least. We want you to receive the attention and care you deserve. It will be my "mission" to make sure that someone is available to answer any questions and troubleshoot any problems you may have.

Again, thank you and I look forward to meeting with you all. Please feel free to contact me with any questions or concerns you may have at holly.bell@jordandistrict.org.

Sincerely,
Holly Bell

USCA President Elect and The Utah School Counselor Association Board

This is the proposed agenda for the conference. It is subject to change, but provides you with the basic structure of the conference.

Thursday, October 12th, 2017:

10:00-11:00: Vendor and registration set up

11am-12 pm: Registration/Vendor time

12:00- 1:30pm: Welcome and Keynote Speaker Kyle Reyes (ballroom)

1:30-2:00 pm: Snack break and vendor time

2:10-3:00pm: Breakout Session #1 (breakout rooms)

3:10-4:00pm: Breakout Session #2 (breakout rooms)

Friday, October 13th, 2017:

7:00- 8:00am: Set up and registration

7:15-8:00am: Continental Breakfast and Vendor time

8:00-9:30am: Keynote speaker and awards?- Lonnie (ballroom)

9:40-10:30am: Breakout Session #3 (breakout rooms)

10:40-11:30am: Breakout session #4 (breakout rooms)

11:30am-12:30pm: Lunch and Vendor time (ballroom)

12:40pm-1:30pm: Breakout Session #5 (breakout rooms)

1:40pm- 2:30pm: Breakout Session #6 (breakout rooms)

2:30-3:00: Snack Break and Vendor time

3:00pm-4:00pm: Keynote Speaker Ben Springer (grand prize drawings?) (ballroom)

4:00-4:30: clean up