

# EXHIBITOR ONSITE LOGISTICS GUIDE



The Grand America Hotel

Salt Lake City, UT



June 19–21, 2026

## EXHIBIT HALL SCHEDULE

### BOOTH SETUP

Thursday, June 18

9:00 AM – 8:00 PM

### EXHIBIT HALL HOURS

Friday, June 19 8:00 AM – 5:00 PM

Saturday, June 20 8:00 AM – 5:00 PM

Sunday, June 21 8:00 AM – 11:00 AM

### BOOTH BREAKDOWN

Sunday, June 21

Begins at 11:00 AM

## OUTBOUND SHIPPING INFO

### OUTBOUND SHIPPING

- Pack all items being shipped out
- Schedule a pickup with your preferred carrier
- Modern Expo does not schedule or contact carriers and CANNOT print your shipping labels onsite
- Fill out the attached BOL and email a copy to [Charris@modernexpo.com](mailto:Charris@modernexpo.com)
- Attach prepaid labels or carrier BOL to your boxes
- If your freight does not have labels or a BOL filled out and returned, this will delay the outbound process

### CARRIER PICKUP INFORMATION

From Modern's Warehouse:  
DRAY BACK FEE APPLIES

Modern Expo & Events  
3370 W 500 S  
Salt Lake City, UT 84104

Carrier Pickup Times:

Monday, June 22  
11:00 AM – 4:30 PM

Tuesday, June 23  
8:00 AM – 4:30 PM

Note: If you are not removing your freight from the show site, Modern Expo can transport your freight back to the advanced warehouse for pick-up. A dray back/transportation fee of \$75 will be charged to your account for this service.

## LEAD RETRIEVAL

- ✓ Lead retrieval is included with exhibitor registration.
- ✓ Access details and login instructions will be distributed prior to the conference.
- ✓ Lead retrieval support available onsite through the exhibitor services desk.

## REGISTRATION INFORMATION

### INCLUDED WITH BOOTH

 2 exhibitor badges

### ADDITIONAL BOOTH STAFF

 \$299 per additional exhibitor registration

### IMPORTANT NOTES

- All booth staff must be registered before arrival
- Badges required for exhibit hall access
- CE upgrades available for veterinary professionals

## ONSITE LOGISTICS NOTES



Ballroom is fully carpeted



Pipe & drape not provided



Electricity and AV ordered separately through venue services



Booths must remain staffed during exhibit hours



Early teardown may impact future exhibiting opportunities



## KEY CONTACTS



### EXHIBITS & SPONSORSHIPS

**Tracy Covert**  
Director, Marketing  
✉ [tracy@vetgirlontherun.com](mailto:tracy@vetgirlontherun.com)



### BILLING & REGISTRATION SUPPORT

**Mikki Denaris**  
Support Coordinator  
✉ [mikki@vetgirlontherun.com](mailto:mikki@vetgirlontherun.com)



### DECORATOR & SHIPPING SERVICES

**Modern Expo & Events**  
✉ [exhibitorservices@modernexpo.com](mailto:exhibitorservices@modernexpo.com)

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## MOVE-OUT CHECKLIST

- 1 Disassemble booth and pack all materials
- 2 Remove all personal items and booth property
- 3 Schedule carrier pickup
- 4 Complete the Bill of Lading (BOL)
- 5 Email BOL to [Charris@modernexpo.com](mailto:Charris@modernexpo.com)
- 6 Attach prepaid labels or carrier BOL to boxes
- 7 Return all rented items to the appropriate vendor
- 8 Ensure your booth space is clean and trash is removed to avoid additional fees

## SHIPPING TIPS

- Double-check that all boxes and freight pieces are clearly labeled with your company name and booth number.
- Keep a copy of your BOL and tracking information for your records.
- Allow sufficient time for pickup within the scheduled window.

## IMPORTANT REMINDERS

 All freight must be removed from the show site during the carrier pickup dates/times listed above. Any freight left behind may incur additional fees.


 Ensure all shipments are properly packed, labeled, and ready for pickup.

 Questions? Contact [Charris@modernexpo.com](mailto:Charris@modernexpo.com) for assistance.

## NEED ASSISTANCE?

For questions about outbound shipping or dray back service, please contact:

 [Charris@modernexpo.com](mailto:Charris@modernexpo.com)

 (801) 580-3747

## EXHIBITOR FAQs

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SCAN ME!



EXHIBITOR TOOLKIT