

2027 Wasatch Expo Exhibitor Registration Checklist

Gather these items before opening the registration form. Having them ready will make registration faster.

Business & Utah Tax Information

☐	Company or Organization Name
☐	Legal Business Name
☐	Taxpayer identifier for Utah TC-791 — provide at least one: Sales Special Event Tax ID (SSE), Social Security Number (SSN), Employer Identification Number (EIN), or Sales Tax Account ID (STC)
☐	If using SSN, have the full nine-digit number available. The Expo encrypts SSNs in storage, masks them on administration/committee screens, and reveals the full value only in the restricted Utah TC-791 filing export.
☐	Description of Business or Exhibit (100 characters or fewer)

Primary Contact & Address

☐	Primary Contact Name
☐	Primary Contact Email (entered twice for confirmation)
☐	Primary Contact Phone
☐	Street Address
☐	Address Line 2 (optional)
☐	City
☐	State / Province
☐	ZIP / Postal Code

Public Exhibitor Listing (Optional)

Provide only information you want published in Expo materials and the public Exhibitor Directory.

☐	Public Email Address
☐	Public Phone Number
☐	Company Website Address
☐	Facebook Page or Handle
☐	Instagram Handle
☐	YouTube Channel or Handle
☐	Exhibitor Logo (PNG or WebP preferred; square works best)

Booth Workers

Names should match badges. Booth Worker 1 is required; up to four names may be entered.

☐	Booth Worker 1 (required)
☐	Booth Worker 2
☐	Booth Worker 3
☐	Booth Worker 4

Registration Package

Select one current package. Package descriptions and prices come from the synchronized QuickBooks Product/Service catalog.

☐	Know which booth, sponsorship, special-request, or other current registration package you want
☐	If the package explicitly requires a merchandise/service commitment, be prepared to provide donation details.
☐	A package that says “No Merchandise Donation” does not require a Donation in Kind. Custom/special-request wording does not create a donation requirement merely because it contains the word “service.”

Comments, Exhibit Operations & Special Requests

☐	Comments or Special Requests (optional, up to 1,000 characters)
☐	Electrical Services guidance: review the available 5 Amp / 500 Watt, 10 Amp / 1,000 Watt, and 15 Amp / 1,500 Watt information. Electrical service is ordered and paid directly through JP Display; no selection is recorded on the Expo registration.
☐	Expo WiFi purchase: decide Yes or No; the current price is shown on the registration form
☐	Will you sell merchandise? Yes / No / Not sure yet

Donations in Kind (Required by Your Package or Voluntarily Offered)

☐	Donation item name
☐	Additional description/details
☐	Quantity
☐	MSRP / unit value
☐	Photos or image files, if available

Complete donation-item details only when your selected registration package explicitly requires a merchandise/service donation or when you choose to make an additional voluntary donation. “No Merchandise Donation” packages do not require one.

Saving Your Progress

If you leave the registration page before submitting, the browser can restore your unfinished registration when you return in the same browser profile. Please review all restored selections carefully before submitting.

For browser security, file uploads cannot be restored. If you previously selected an Exhibitor Logo or donation image, select that file again after the draft is restored.

Payment & Approval

☐	Standard 2027 payment method: you will receive an invoice from QuickBooks
☐	No credit-card payment is collected on the registration form
☐	Booth placement is not final until the application is accepted and applicable obligations are satisfied

Final Agreements & Signature

☐	Permission to Publish
☐	Review and agree to the 2027 Exhibitor Terms & Conditions
☐	Registration Acknowledgment
☐	Authorized Representative name
☐	Electronic Signature — full legal name
☐	Date Signed

Estimated Time

☐	Prepared: approximately 10–15 minutes
☐	Gathering information while registering: approximately 20–30 minutes