



# EXHIBITOR'S MANUAL

*Utah Municipal Clerks Association  
Spring Conference*

*UMCA – Teamwork  
April 14 - 16, 2010*



*Canyon Community Center  
126 Lion Boulevard  
Springdale UT 84767*

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**UMCA Spring Conference  
April 14,15,16 2010  
Springdale Conference Center  
Springdale, Utah  
Tentative Schedule**

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**Wednesday, April 14, 2010**

7:00 a.m. - 8:00 a.m.	Registration, Springdale Conference Center Continental Breakfast
8:00 a.m. – 8:30 a.m.	Welcome and Introductions Donna Weaver, UMCA President Mayor, Springdale Introduction of Board of Directors Introduction of Past Presidents Introduction of new Clerks/Recorders Introduction of UMCA Board Candidates Introduction of Vendors
8:30 a.m. – 9:00 a.m.	Institute and Academy Update Changes to Certification Requirements Tricia Jack, Inst/Acad Co-Director
9:00 a.m. – 9:30	Vendor introductions, Gold Vendor presentations
9:30a.m. – 10:00 a.m.	Brain Gym – Fay Cope
10:00 a.m. – 10:15a.m.	Break Visit Vendors, Silent Auction
10:15 a.m. – 11:30 a.m.	“Going Green” & Sustainable Zoning and Building Ordinances – Springdale Staff (Fay)
11:30 a.m. – 12:30 p.m.	Lunch (provided)
12:30 p.m. – 2:00 p.m.	TNT! – The Explosive Issue of Truth in Taxation and Increasing Property Taxes – Mike Stoddard – CPA Network (Debbie)
2:15 p.m. – 5:30 p.m.	Zion’s Canyon Bus Tour – Meet at the Visitor’s Center at 2:15

**Thursday, April 15, 2010**

8:00 a.m. – 9:15 a.m.	Continental Breakfast Media Networking for Government Entities – Utah Association of Government Communications
9:15 a.m. – 10:30 a.m.	Land Use for the Record – Dennis Marker
10:30 a.m. – 10:45 a.m.	Break Visit Vendors/Silent Auction
10:45 a.m. – 12:00 p.m.	The Recorder’s Role in Risk Management – Bryce McEuen
12:00 p.m. – 12:30 p.m.	Business Meeting
12:30 p.m. – 1:30 p.m.	Lunch (provided) – Region Presidents Lunch
1:30 p.m. – 3:00 p.m.	Jody Urquhart - Using Humor as a Team Building and Leadership Tool
3:00 p.m. – 3:15 p.m.	Break Visit Vendors/Silent Auction
3:15 p.m. – 3:30 p.m.	Vendor prize drawings
3:30 p.m. 4:45 p.m.	Jody Urquhart – Using humor as a Team Building and Leadership Tool
6:00 p.m.	Banquet – Arkansas Al’s – located next to the Majestic Lodge

**Friday, April 16, 2010**

7:00 a.m. – 8:00 a.m.	VOTE! Polls will close temporarily at 8:00 a.m. and reopen at 10:00 a.m.
8:00 a.m. - 9:00 a.m.	Vote by Mail – Southern Utah Recordors Panel (Fay)
9:00 a.m. – 10:15 a.m.	Media Website – Joel Campbell, Utah Press Association
10:15 a.m. - 11:45 a.m.	Brunch (provided) VOTE! Polls open at 10:30 close at 11:30 Silent Auction closes at 10:30
11:45 a.m. – 12:45 p.m.	Stress Management – Pat Sapio, IHC
12:45 p.m. – 1:45 p.m.	Legislative Update – Lincoln Shurtz
1:45 p.m. – 2:00 p.m.	Conference Closing and Announcements Election Results Winner of Spring Conference Registration

## *Set Up & Break Down / Logistical Information*

Vendor exhibits will be located in the hallway directly outside of the main meeting room

- Set up can begin Tuesday from 12:00 p.m.-6:00 p.m. or Wednesday morning as early as 7:00 a.m. and must be completed no later than 8:00 a.m. Vendors are free to breakdown either Thursday evening or Friday after the conference ends.
- Signs will be placed on the table to designate your space.
- Vendors are encouraged to complete set-up prior to 7:30 a.m. on Wednesday so they can network with attendees during breakfast and registration.
- Vendor exhibits will be open continuously during the conference.
- Vendors are encouraged to offer door prizes to those visiting their booths. Drawings will be held at the end of the closing session on Thursday. *If you will be giving a gift card, make sure the amount on the card is what is really available. Many gift cards, if not used, begin deducting a non-user fee.*
- The basic exhibit package includes an 8' table with a tablecloth and two chairs. There will be **NO table skirts available**. Please contact Nancy Dean if power and/or internet is needed. The conference center does have wireless access but we will need to know beforehand who will need access.
- If you wish to ship equipment to the conference center, ask specific conference center logistic questions and/or determine if specific extra services are available please contact me as soon as possible.

## Travel & Accommodations

Exhibitors are responsible for arranging their own travel and overnight accommodations during the conference.

- Exhibitors are advised to arrange their arrival in advance to ensure they arrive with enough time to set up.
- Several hotels can be found within a short distance of the conference center including the following:

### ***The following rooms are blocked under the name UMCA***

Zion Park Inn – Best Western Two queens Rate \$70/night  
1215 Zion Park Blvd. One king Rate \$80/night  
Springdale, Utah 84767  
(435) 772-3200 phone No breakfast but there is a restaurant on site.  
(800) 934-7275 toll free

*The rooms blocked at this hotel are mostly queens and will only be held until March 12, 2010.*

Majestic View Lodge One king Rate \$70/night  
2400 Zion Park Blvd. Two queens Rate \$70/night  
Springdale, Utah 84767 Group Code: UMCA  
(435) 772-0665 phone No breakfast but there is a restaurant on site.  
(866) 772-0665 toll free

*The rooms blocked at this hotel are mostly king and will only be held until February 12, 2010.*

Pioneer Lodge Two queens Rate \$79/night  
838 Zion Park Blvd.  
Springdale, Utah 84767 No breakfast but there is a restaurant on site.  
(435) 772-3233 phone

*Rooms will only be held until March 12, 2010.*

Cable Mountain Lodge Two queen Rate \$108.90/night  
147 Zion Park Blvd.  
Springdale, Utah 84767 Family suites available starting at about \$150/night  
(435) 772-3366 phone  
(866) 946-6276

*Rooms will only be held until March 12, 2010.*

### ***The following rooms are blocked under the name Nancy Dean***

Bumbleberry Inn Single Queen Rate \$88/night  
897 Zion Park Blvd. Two queens Rate \$98/night  
Springdale, Utah 84767  
(435) 772-3224 No breakfast  
(800) 828-1534

*Rooms will only be held until March 12, 2010.*

OTHER HOTEL OPTIONS IN THE AREA:

Quality Inn Two Queens Government Rate: \$109/night  
479 Zion Park Blvd. Must show government ID for this rate.  
Springdale, Utah 84767  
(435) 772-3237 phone This hotel serves a free hot breakfast

For additional hotels options visit [www.zionpark.com/Hotels.htm](http://www.zionpark.com/Hotels.htm)

***UMCA Contact & Phone Numbers***

Nancy R. Dean, CMC  
Clearfield City Recorder  
UMCA 2<sup>nd</sup> Vice President  
Office: 801-525-2714  
Email: [nancy.dean@clearfieldcity.org](mailto:nancy.dean@clearfieldcity.org)

## Maps and Directions

### Directions to the Canyon Community Center

- Take Interstate I-15 to Exit #27/Toquerville/Hurricane
- Turn southeast on UT-17
- Turn east on UT-9
- Turn left on Lion Boulevard
- Canyon Community Center is on the right

