

25th Annual International UFO Congress Convention & Film Festival

February 17 – 21, 2016

We-Ko-Pa Resort, Scottsdale, Arizona

EXHIBITOR INFORMATION

We will be hosting our annual convention at the We-Ko-Pa Resort in Fountain Hills, Arizona. This year we are offering **Early Registration Rates** for Vendors who pay in full prior to September 16, 2015. Interested vendors will also have the option of having their information (website info, etc.) included on the UFO Congress website.

The Exhibit Room is 6,000 square feet, and is adjacent to the lecture hall, which has a seating capacity of 1,200. (We average over 1500 Attendees throughout the week.) Most breaks between speakers are scheduled to be 15 - 30 minutes, and the lunch breaks are scheduled to be 60 minutes. There is a Snack Bar in the Reception Area. The Exhibit Room opens 1 hour prior to the first presentation in the mornings, and stays open through most evening dinner breaks. This allows our attendees time to visit the exhibits.

The Exhibit Room will be open for set-up on Tuesday, February 16th from noon to 6:00 p.m. Vendors must be packed up and out of the room by 7 p.m. on Sunday. Please note that vendors are required to be set up and open for sales during all hours the Exhibit Room is opened to the public. The room will be open to the public as follows:

Wednesday, February 17: 8:00 a.m. to 6:00 p.m.

Thursday, February 17: 8:00 a.m. to 7:00 p.m.

Friday, February 19: 8:00 a.m. to 7:00 p.m.

Saturday, February 20: 8:00 a.m. to 6:00 p.m.

Sunday, February 21: 9:00 a.m. to 3:00 p.m.

To be sure that all vendors are aware of the various guidelines and procedures for the event, we have outlined them on the last page of the Exhibitor Registration Form. Please review Exhibitor Program Agreement when you complete and send in your registration. (We recommend making a copy to keep for your records, should you have any questions after you mail it to us.)

Due to the limited number of tables available, we try to limit excessive duplication of similar types of merchandise. Therefore, if your registration is received after too many others with similar merchandise or services have been received, we may not be able to accept it.

The last day for Exhibit Room registration is February 4, 2016 at 1:00 p.m. Mountain Time.

One Speaker Pass is included with each vendor contract. Hotel rooms at the host resort are \$119.00 per night, plus tax, and are the same price for single or double occupancy. Rooms must be booked by calling **480-789-5300** and you must mention the UFO Conference to receive the discounted rate. Other accommodations are available in the area; visit ufocongress.com for more information. Wednesday Evening Party tickets are available for \$39.00 each, and Saturday Banquet Tickets are available for \$69.00 each. There is a drawing for door prizes at the Wednesday Evening Party. All vendors are asked to donate one item from their booth, and their company name is announced when the prize is awarded. (These are voluntary donations, and not a requirement to be a vendor.)

Should you have any questions, or need further information, please contact us at:

5801 S. McClintock Dr. Suite 107 Tempe, AZ 85283 USA
Web Site: www.ufocongress.com

Phone (480) 302-2147
E-Mail: maureen@ufocongress.com

2016 UFO Congress Convention & Film Festival
Exhibitor Registration Form - Please Submit With Payment

Company Name : _____ I am / We are reserving the packages marked below:
Name #1: _____ Total Reservation Amount enclosed: \$ _____
Name # 2: _____ Check # _____ Money Order # _____
Address: _____ Credit Card # _____ CVV # _____
City: _____ State: _____ Zip: _____ Exp. Date _____ Signature: _____
Phone # (Day) _____ Name on Card: _____
Phone # (Evening) _____ (Credit Card Reservations must be mailed or faxed in so that we have a signature on file.)

Make checks payable / send to: IUFOC
5801 S. McClintock Dr. Suite 107, Tempe, AZ 85283. USA Phone (480) 302-2147

All reservations must be received by February 4, 2016, 1 p.m. Mtn. Time

EARLY REGISTRATION RATES
(payment must be received by September 16, 2015)

Exhibitor Tables (6') \$300.00 for each table. Qty. _____ \$ _____

REGULAR RATES
(payment received after September 16, 2015)

Exhibitor Tables (6') \$350.00 for the first table / \$300 for each additional table. Qty. _____ \$ _____

Merchandise or services to be offered: _____

*Only the merchandise and/or services listed above may be offered.
Tables may not be sub-let without prior Congress approval*

CONFERENCE EVENTS

Wednesday Night Party Tickets: \$ 39.00 (Wednesday Evening) Qty. _____ \$ _____
Awards Banquet Tickets: \$ 69.00 (Saturday Evening) Qty. _____ \$ _____
Additional Speaker Passes: \$179 if received before Sept. 1, \$199 after Sept. 1. Qty. _____ \$ _____

HOTEL ACCOMMODATIONS

Standard Hotel Rooms are \$119.00 per night, plus tax, Sunday thru Monday. Prices are the same for Single or Double occupancy. Rooms must be booked through We-Ko-Pa Resort. It is recommended that you make reservations well in advance. Additional area hotel information is available at www.ufocongress.com.

REGISTRATION TOTAL \$ _____

PLEASE READ AND SIGN THE EXHIBITOR PROGRAM AGREEMENT AND SUBMIT WITH THIS FORM TO REGISTER.

CANCELLATION POLICY: *In the event of cancellation, payment will be refunded if notice is received by January 20, 2016 (less a \$75 per person/table processing fee). If cancellation notice is received between January 20 and February 10, a refund can be made ONLY if we are able to resell your Table(s), (less a \$75 per person/table processing fee). No Shows and Cancellations after February 11, 2016 (1:00 p.m. Mountain Time) are non-refundable.*

Exhibitor Agreement and Specifications

1. Only the merchandise and/or services you listed on your Registration Form may be offered at your tables.
2. Tables may not be sub-let without congress approval.
3. Exhibitors will receive one Speaker Pass per vendor.
4. Tables are 6 feet long (unless otherwise specified), and come with a tablecloth and 1 – 2 chairs.
5. Signs may not be attached to the walls without Convention Center Manager approval. If you have a large banner that needs to be hung, the hotel staff will use a ladder to hang it for you.
6. Electrical outlets are available along the walls where tables are located and on the floor throughout. If you need electricity, you must bring your own power strips and extension cords, which must be heavy duty, grounded, UL approved type. Please bring “Gaffer’s Tape” or cord covers to cover any exposed cords.
7. Any cords or fixtures determined to be a hazard will be removed.
8. No Smoking or burning of incense will be allowed in the Exhibit Room, Lecture Hall, or Registration area.
9. To help keep noise to a tolerable level, please keep all equipment volumes to a low level.
10. Unattended tables are the responsibility of the Vendor.
11. Vendors are required to be set up and open for business during all hours when the Exhibit Room is open to the public. If a vendor fails to remain open or refuses to close during these times, this agreement may be terminated immediately and no refunds will be issued.
12. The Exhibit Room is locked during the night. Hotel Security checks the rooms at regular intervals. Professional Security Guards will be on site during the night. We will make every effort to maintain security throughout the event; however, the congress will not accept responsibility for any lost, stolen or damaged property.
13. Once the Exhibit Room is closed for the evening, Vendors will not be allowed to re-enter the room. It is not possible for our security Guards to know who belongs to which table, or who should have access to the room.
14. The Convention Center does not allow outside food or beverages into the Convention Center unless purchased from the Hotel, Casino, or any other Fort McDowell Resort areas.
15. There is a drawing for door prizes at the Wednesday Night party. All vendors are asked to donate 1 or 2 items from their booth, and their company name is announced when the prize is awarded. (This is a voluntary donation, and not a requirement to be a vendor.)
16. Sales Tax: If you are not already registered with the Arizona Department of Revenue, you will need to do so prior to arrival. You can fill out a business registration online at www.aztaxes.gov under the business registration section. Each Vendor must comply with Arizona tax laws in order to sell goods/services at the Exhibit Room. We are not responsible any individual Vendor’s payment of sales tax. You can contact Arizona taxpayer information and assistance at 1-800-352-4090 if you have any questions.
17. Fire Codes/Layout: There is now a 3 foot open perimeter around the room. This must be kept clear at all times as an emergency escape route. Please refrain from putting boxes, supplies, chairs or anything in this area! Non-compliance will result in fines by the Fire Department.

Exhibit Room Schedule:

Tuesday, February 17, Noon – 6:00 p.m. *Set up only*

Wednesday, February 18, 8:00 a.m. – 6:00 p.m. *Open to the public*

Thursday, February 19 thru Friday, February 20, 8:00 a.m. - 7:00 p.m. *Open to the public*

Saturday, February 21, 8:00 a.m. - 6:00 p.m. *Open to the public*

Sunday, February 22, 8:00 a.m. – 3:00 p.m. *Open to the public*

Sunday, February 22, 3:00 p.m. – 7:00 p.m. *Pack-Up/ Move Out*

(Schedule is subject to change, but ONLY if absolutely necessary.)

I hereby acknowledge that I have read and understand the above Exhibitor Program, and agree to these terms and conditions to participate as an Exhibitor at the 25th Annual International UFO Congress Convention.

Date	Signature	Print Signer’s Name	Company Name
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