

21st Annual International UFO Congress "CONVENTION & FILM FESTIVAL"

FEBRUARY 22 – 26, 2012
FORT MCDOWELL RESORT – SCOTTSDALE, ARIZONA

EXHIBITOR INFORMATION

This year we will be hosting our annual convention at the Fort McDowell Resort in Scottsdale, Arizona. 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 21st from noon to 7:00 p.m. Vendors must be packed up and out of the room by 8 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 22: 8:00 a.m. to 7:00 p.m.

Thursday, February 23: 8:00 a.m. to 8:00 p.m.

Friday, February 24: 8:00 a.m. to 8:00 p.m.

Saturday, February 25: 8:00 a.m. to 7:00 p.m.

Sunday, February 26: 8 a.m. to 4:00 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 15, 2012 at 1:00 p.m. Mountain Time.

One Speaker Pass is included in the price of each table. Hotel rooms are \$99.00 per night, plus tax, from Sunday, February 19th through Monday, February 27th, 2012, and are the same price for single or double occupancy. *Rooms must be booked through the Fort McDowell Radisson at <http://www.radisson.com/ufo> or by calling 1-800-395-7046 and you must mention the UFO Conference.* Wednesday Evening Party tickets are available for \$45.00 each, and Saturday Banquet Tickets are available for \$75.00 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.)

It will be a wonderful conference, and we look forward to seeing you there!

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

3116 S. Mill Ave. #153 Tempe, AZ 85282 USA
Web Site: www.ufocongress.com

Phone (480) 302-2147 Fax (480) 302-2140
E-Mail: maureen@ufocongress.com

2012 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: _____ Visa _____ MasterCard # _____
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
3116 S. Mill Ave., #153 Tempe, AZ 85282. USA Phone (480) 302-2147; Fax (480) 302-2140

All reservations must be received by February 15, 2012, 1 p.m. Mtn. Time

EXHIBIT ROOM TABLES

Exhibitor Tables (6') \$400.00 for the first table / \$50 discount for each additional table.
(table 2: \$350.00; table 3: \$300.00 etc.) Qty. _____ \$ _____
(Please indicate 1st, 2nd, & 3rd choice table(s) nos: _____
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 \$ 45.00 (Wednesday Evening) Qty. _____ \$ _____
Awards Banquet Tickets \$ 75.00 (Sat. Feb. 25 Evening) Qty. _____ \$ _____
Additional Speaker Passes \$175.00 (Full Week) Qty. _____ \$ _____

HOTEL ACCOMMODATIONS

Standard Hotel Rooms are \$99.00 per night, plus tax, Sunday thru Monday. Prices are the same for Single or Double occupancy. Rooms must be booked through the Radisson Fort McDowell. It is recommended that you make reservations well in advance as the hotel sold out early last year.

REGISTRATION TOTAL \$ _____

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

CANCELLATION POLICY: *In the event of cancellation, registration will be refunded if notice is received by January 27, 2012 (less a \$75 per person/table processing fee). If cancellation notice is received between January 28 and February 15, a refund can be made ONLY if we are able to resell your Table(s), (less a \$75 per person/table processing fee). Cancellations after February 15, 2012 (1:00 p.m. Mountain Time), and "No Shows" 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 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 21, noon – 6:00 p.m. *Set up only*

Wednesday, February 22, 8:00 a.m. – 7:00 p.m. *Open to the public*

Thursday, February 23 thru Friday, February 24, 8:00 a.m. - 8:00 p.m. *Open to the public*

Saturday, February 25, 8:00 a.m. - 7:00 p.m. *Open to the public*

Sunday, February 26, 8:00 a.m. – 4:00 p.m. *Open to the public*

Sunday, February 26, 4:00 p.m. – 8:00 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 20th Annual International UFO Congress Convention.

Date

Signature

Print Signer’s Name

Company Name