

# Exhibitor Application & Agreement

26th Annual International UFO Congress Convention & Film Festival  
February 15 – 19, 2017 - 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. We are offering **Early Registration Rates** for Vendors who pay in full prior to October 1, 2016.

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 14th 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 15: 8:00 a.m. to 6:00 p.m.

Thursday, February 16: 8:00 a.m. to 7:00 p.m.

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

Saturday, February 18: 8:00 a.m. to 6:00 p.m.

Sunday, February 19: 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, not all applications will be approved. We try to limit excessive duplication of similar types of merchandise, and we give preference to vendors with products or services that relate to the subject of the conference.**

*The last day for Exhibit Room registration is February 3, 2017 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. **Space is limited.** Other accommodations are available in the area; visit [ufocongress.com](http://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. Vendors have the option to donate items 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](http://www.ufocongress.com)

Phone (480) 302-2130  
E-Mail: [contact@ufocongress.com](mailto:contact@ufocongress.com)

# Exhibitor Registration Form

- Submit With Payment -

26th Annual International UFO Congress Convention & Film Festival  
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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 # \_\_\_\_\_ Name on Card: \_\_\_\_\_  
Email: \_\_\_\_\_ (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 3, 2017, 1 p.m. Mtn. Time***

### **EARLY REGISTRATION RATES**

**(payment must be received by October 1, 2016)**

Exhibitor Tables (6') \$350.00 for the first table / \$250 for each additional table.\* Qty. \_\_\_\_\_ \$ \_\_\_\_\_

### **REGULAR RATES**

**(payment received after October 1, 2016)**

Exhibitor Tables (6') \$400.00 for the first table / \$300 for each additional table.\* Qty. \_\_\_\_\_ \$ \_\_\_\_\_

Merchandise or services to be offered: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Call for alternate configuration pricing.

*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: \$199 if received before Oct. 1, \$219 after Oct. 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](http://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, 2017 (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 10, 2017 (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 Exhibitor 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. Vendors have the option to donate items 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.
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](http://www.aztaxes.gov) under the business registration section. Each Vendor must comply with Arizona tax laws in order to sell goods/services at the Exhibitor 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 14, Noon – 6:00 p.m. *Set up only***

**Wednesday, February 15, 8:00 a.m. – 6:00 p.m. *Open to the public***

**Thursday, February 16 thru Friday, February 17, 8:00 a.m. - 7:00 p.m. *Open to the public***

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

**Sunday, February 19, 8:00 a.m. – 3:00 p.m. *Open to the public***

**Sunday, February 19, 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