

# 2018 Devils Tower UFO Rendezvous

September 13-15, 2018

Hulett, Wyoming

[www.dtufor.com](http://www.dtufor.com)

## Vendor Registration Form

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

What kind of merchandise or services will you offer at the convention?

\_\_\_\_\_  
*Please note that only one representative per company will be allowed on a first come basis.*

Booth Space consists of: Table(s) covered with 2 chairs, free electricity, free Wi-Fi, website and program listings.

Does your booth require electricity? Yes \_\_\_\_\_ No \_\_\_\_\_

Total

Tables are 8 ft. tables unless otherwise requested.

I want to rent a single table @ \$100 \$ \_\_\_\_\_

I want to rent a pair of tables @ \$175 \$ \_\_\_\_\_

Full fees are due now with the return of this contract. Submit payment via PayPal, check or money order to:

Devils Tower UFO Rendezvous

P. O. Box 216

Hulett, WY 82720

## 2018 Devils Tower UFO Rendezvous Vendor Agreement

**Eligible Exhibit:** Tables are rented on a first-come, first-paid basis after committee review.

**Cancellation of Contract:** If you wish to cancel your paid reservations, email the conference committee 30 days prior to the event to receive a refund less a \$35 Processing fee. Cancellations after that date will result in full forfeiture of fee and no refund will be issued.

**Contingencies:** In the event of event cancellation by circumstance beyond our control, all payments made by Vendors would be promptly refunded to the Vendor and the Conference Management would be released of any and all claims for damages, loss, costs or expenses sustained or incurred by the Vendor due to such cancellation.

**Use of Space:** The space of the Vendor is to be used solely for the purpose set out in this contract with the Conference Management. Any change in the use of the space from that disclosed in this contract must be approved in advance by Conference Management. Vendor may neither assign or sublet the space covered by this contract. Unattended tables are the responsibility of the Vendor. Please bring a cover for your table or arrange for another Vendor to watch your table in your absence.

**Installation and Removal of Exhibits:**

- A. Move in and removal of exhibits will be at specified times only. These times will be posted on our website two weeks prior to the event. Check [www.dtufor.com](http://www.dtufor.com) for final dates and times.
- B. Only merchandise and/or services you listed on your registration form may be offered at your table(s).
- C. Exhibits are to be installed and removed at the expense of the Vendor. No exhibit is to be installed until the space rent is paid in full.
- D. All exhibits must remain in place until after the end of the show, and all exhibits must be removed by the end of the move out period.
- E. Exhibits must conform to all local rules and building codes for the building in which the event is held.
- F. Vendor shall not allow nails, screws, or tacks to be driven into the building walls or pillars, nor deface the building in anyway.
- G. Electrical outlets are available in the room. If you need electricity, you must provide UL-approved power strip(s) and/or extension cord(s). You must tape down exposed wiring. Any power cords or fixtures deemed by event center management to be a safety hazard will be removed.
- H. No smoking or burning or incense or candles will be permitted in the vendor area.

**Liability:** The Conference Management shall not in any way be liable nor shall they be required to maintain insurance for damage or loss, regardless of the cause of the same, either to person or property, sustained by the Vendor and or his employees and representatives except that liability which is mandatory by the Building Management.

**Sales Tax:** If you are not already registered with the Wyoming Department of Revenue, you will need to do so prior to arrival. You can fill out a Temporary Business Operations Form or Sales/Use Tax License Application. Information and instructions can be found online at <http://revenue.wyo.gov/Excise-Tax-Division/forms> under the Excise (Sales & Use) Tax Division. Each vendor must comply with Wyoming tax laws in order to sell goods/services at the event. We

are not responsible for any individual Vendor's payment of sales tax. You can contact Wyoming Excise (sales & Use) Tax Division at 307-777-5200 for assistance if you have any questions.

**Vendor Room Schedule:**

Thursday, September 13 Set Up Noon to 8:00 p.m.

Friday, September 14 8:00 a.m. – 6:00 p.m. Open to the public

Saturday, September 15 8:00 a.m. – 6:00 p.m. Open to the public

Saturday, September 15 6:00 p.m. Vendor move out

I hereby acknowledge that I have read and understand the above Vendor Agreement and agree to these terms and conditions to participate as a Vendor at the 2<sup>nd</sup> Annual Devils Tower UFO Rendezvous.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date