



VENDOR INFORMATION

Event Location, Dates & Schedule

Where: Utah Valley University UCCU Event Center, 800 West University Parkway, Orem Utah

When:

- Wed. April 5th, Vendor Move In - beginning 5:00 pm
- Thursday April 6th, Vendor Setup Opens 6:00am, Registration Opens at 8:00am, Lectures Start at 9:00am
- Friday, April 7th, 9:00am to 9:00pm
- Saturday April 8th, 9:00am to 9:00pm - Vendors Must Be Out by 11:00pm

Parking: Free parking IN DESIGNATED AREAS ONLY. UVU will be out of session so parking should not be an issue as it was at our October event.

***Last April our Firm Foundation Expo brought over 4,500 people. We had people fly/drive in from across the country to attend, some even from outside of the US. We expect between 5000-7,000 at this event! Many indicated that they sold more at our event than other events where booths cost \$1000 or more.*

Essential Vendor Information:

**** There are Main Floor 10'x10' booths, and Upper Floor 8' tables.**

**** Booth/Table Spaces Are Reserved ONLY When Paid In Full.**

**** Early Bird Discounts Will Apply If Paid In Full By Feb 28th, 2017.**

1. MAIN HALL Vendor 10'x10' Booth spaces are \$600 for the entire 3-day event.

Booth includes 1- 8ft table, 2 chairs, and electricity. Pipe & Drape (if wanted) is available but not included. All tables must be covered with a suitable tablecloth, please be sure to bring your own. Tablecloth rental \$10/table. We encourage you to bring your own tables and chairs if possible. If you need any of the following, you will need to purchase it at the time of reservation/payment. Tablecloths required on all tables.

Addl 8' Table \$10ea --- 10' Pipe/Drape Section \$20ea --- Tablecloth \$10ea -- Endcap Adl \$100 (per booth)

Discounts: A. **Save \$25** if paid by **Early Bird Deadline 02/28/17**

B. **Save \$25** if you help us promote the expo with a link on your website, an eblast or newsletter.

Your booth is **ONLY \$550** if you qualify for both discounts!!! Example Pricing Below:

2nd Booth add \$300 (example **2 Booths = \$850** (w discounts \$550 + \$300)

3rd Booth or more add \$250 ea. (examples **3 Booths = \$1100** (\$550 +\$300 +\$250) / **4 Booths = \$1350**

2. UPPER FLOOR Vendor Tables Upstairs Mezzanine Level are \$300 for entire 3-day event.

Space includes 8ft. table, 1 chair and electricity. Tables provided are bare and tablecloths are required, so don't forget to bring your own. If you need the following, you must purchase it at reservation/payment.

10' Pipe/Drape Section \$20 --- Tablecloth \$10ea -- End Table Adl \$25 (per table)

Discounts: A. **Save \$30** if paid by **Early Bird Deadline 02/28/17**

B. **Save \$20** if you help us promote the expo with a link on your website, an eblast or newsletter.

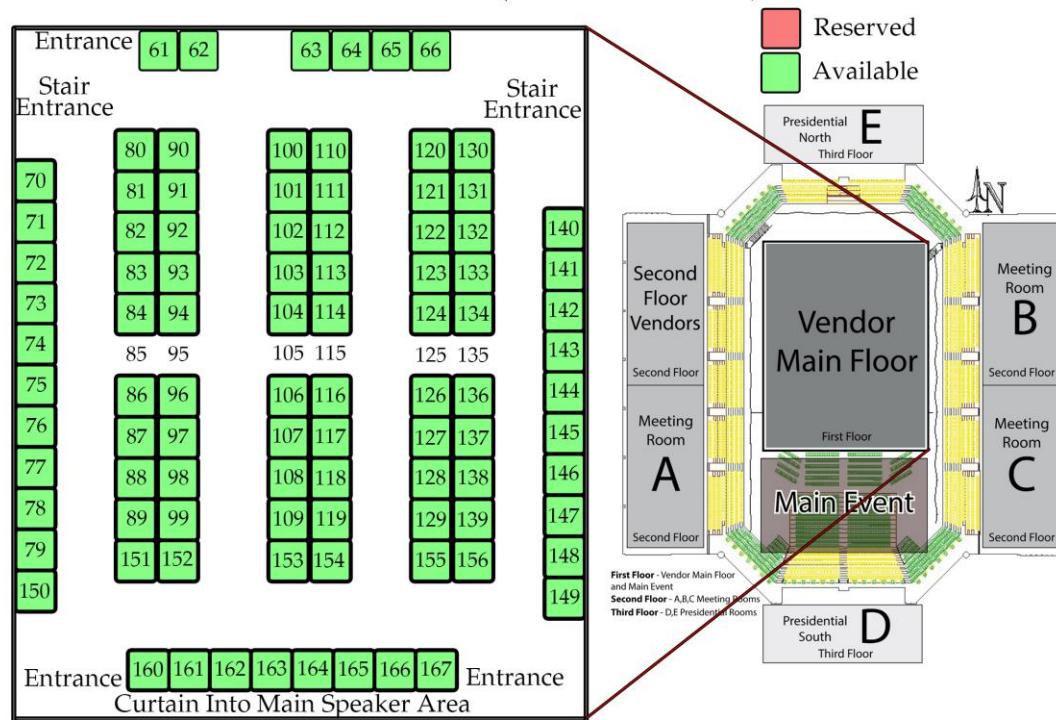
Your table is **ONLY \$250** if you qualify for both discounts!!!

Addl 8' tables add \$150 (example **2 Tables = \$400 (w discounts is \$250 + \$150)**

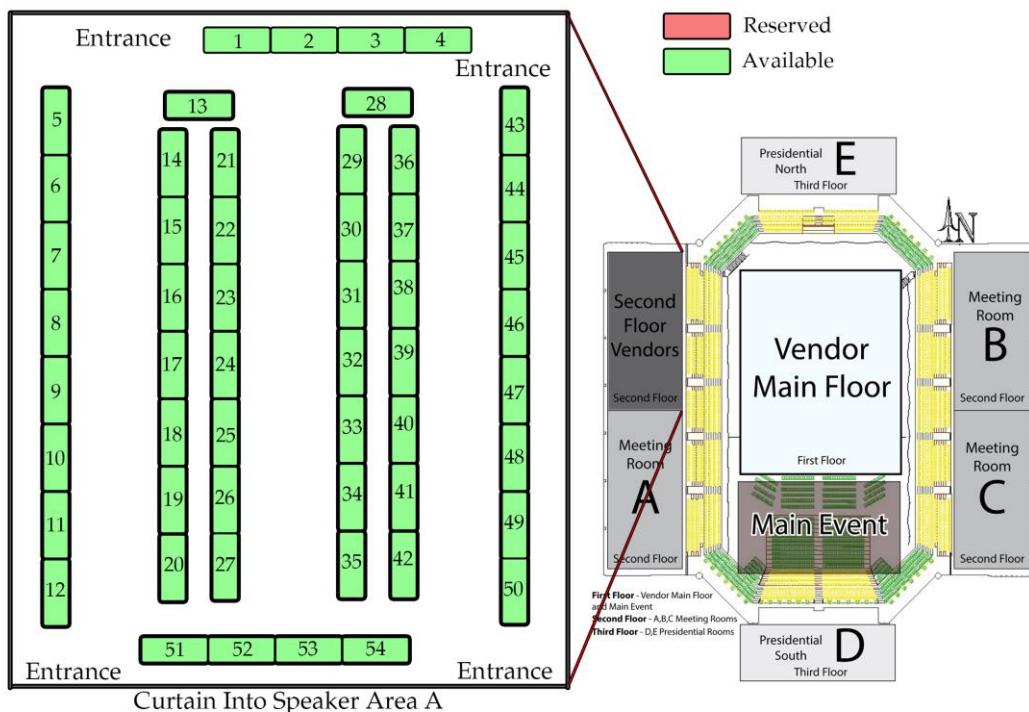
3 Tables = \$550 4 Tables = \$700)

Firm Foundation Expo & Conference Vendor Area Layouts - Main and Upper Levels

Firm Foundation Expo & 19th International Book of Mormon Evidence Conference
 Main Floor Vendor Area Layout - April 6-8, 2017
 UCCU Main Level - (shaded area below)



Firm Foundation Expo & 19th International Book of Mormon Evidence Conference
 Upper Floor Vendor Area Layout - April 6-8, 2017
 UCCU Mezzanine Level - (shaded area below)





View of Previous Expo Main Vendor Area

COMPLETE YOUR VENDOR APPLICATION & BOOTH/TABLE REGISTRATION:

All Vendors MUST send the following information via email to rodneymeldrum@hotmail.com. Please be sure to include ALL required information. Incomplete applications cannot be processed.

1. Vendor Business Name -
2. Owner Name -
3. Contact Person -
4. Business Phone # -
5. Contact Cell Phone # -
6. Email Address -
7. Mailing Address (Street, City, State, Zip) -
8. Federal Tax ID# or Business EIN# -
9. General Description of products/services you wish to sell at Expo -
10. Desired Booth or Table Space #'s -
11. What promotion you are going to do for the discount (website / newsletter) -
12. Preferred payment method (Check or Credit Card) -
13. **Call Rod at 801-429-9751** to complete your application, make payments and finalize your booth/table space for this event. NOTE: Do NOT send Credit Card information via email.

Make checks to: The Firm Foundation

Send to: 181 West 1700 North

Provo, UT 84604

Be sure to complete your payments to reserve your space and receive your Early Bird Discount. Deadline is 02/28/17.

You can print out the last page of this document, fill it out, and send it in with your check to the address above.

Vendor Booth/Table Registration Form - FIRM Foundation EXPO Spring 2017

Date: ___/___/___

Business Name: _____ Phone _____ B C H

Owner Name: _____ Phone _____ B C H

Authorized Contact: _____ Phone _____ B C H

Email Address(s): _____

Mailing Address: _____ General Description of products offered & Notes:

City _____ ST _____ Zip _____ Fed.Tax ID, SS# or EIN # _____

Booth/Table Space(s) Requested or Assigned: _____ Made by: _____

Essential Vendor Information:

**** Booth/Table Spaces Are Reserved ONLY When Paid In Full. ** Early Bird Discounts By Feb 28th, 2017.**

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Discounts: A. **Save \$30** if paid by **Early Bird Deadline 02/29/16**

B. **Save \$20** if you help us promote the expo with a link on your website, an eblast or newsletter.

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3 Tables = \$550 4 Tables = \$700)

Space Rental: # _____ Booth(s) / # _____ Table(s) - Space(s) # _____ **Base Fee \$** _____

| | | | |
|------------------------------|------------------------------|--------------------------------|-----------------|
| 8' Table(s) \$10ea. x__ = \$ | Pipe/Drape \$20ea. x __ = \$ | Tablecloth(s) \$10ea. x__ = \$ | Endcap Add - \$ |
|------------------------------|------------------------------|--------------------------------|-----------------|

Sponsorship (Logo in all print/online Advertising + full page ad in event Program) \$500 Yes/No \$ _____

Event Program Ad - full page \$250 ____ half page \$150 ____ **Total Addl Items \$** _____

Event Space Rental Fee Total \$ _____

Payment Type: Check / CC for \$ _____ to be sent by _____/____/2017

Name on Card _____ Deposit \$ _____ paid on ____/____/16 - Paid in Full Date ____/____/16

CC: # _____ Exp. _____ Security Code _____ Approved _____