EXHIBITOR & ADVERTISER REGISTRATION FORM

Information Fluency Conference
University of Central Florida
February 26-27, 2014

Organization Name: ____________________________________________________________

Name of Representative: _________________________________________________________

Address: ____________________________________________________________________

Mobile Phone: __________________________________________________________________

Daytime Phone: __________________________________________________________________

Fax Number: ___________________________________________________________________

E-mail Address: __________________________________________________________________

Product(s) to be displayed: _______________________________________________________

Electrical Outlet Requested?  ☐ Yes  ☐ No (there is no charge of access to power)

EXHIBITOR FEES
Exhibitor space is not reserved until payment is received. Exhibitor Fees are non-refundable.

☐ $150 for one table (6’ x 2.5’ - includes a table cloth and skirting)
☐ $50 for each additional table
☐ $50 per item Take-One Resource Table (e.g. Flyers & Catalogs would be $100)

ADVERTISING UNITS AND RATES

☐ $200 Full Color/NO Bleed - 8" W x 10"H
☐ $125 Half Page, horizontal - 7.5" W x 5"H
☐ $75 Quarter Page - 3.75" W x 5"H
☐ $50 Business Card - 3.75" W x 2.5"H

PAYMENT METHOD (Payment must accompany this form)

☐ VISA  ☐ Mastercard  ☐ Discover  ☐ American Express  ☐ Check

Cardholder’s Name: __________________________________________________________________

Account Number: __________________________________________________________________

Expiration Date: ____________ Security Code (back of card): ____________

Total Enclosed: _____________ (made payable to “UCF Continuing Education”)

Exhibitor Information
Exhibit Space is available in the pre-function area of UCF’s Student Union throughout the conference. Exhibitors will be featured on the Conference Website and in the Conference Materials.

All breaks and registration will be in the pre-function area as well. Attendees will pass through this area to attend the keynote address and the poster session/welcome reception.

SET-UP TIMES
February 26 – beginning 7:00 am

TEAR DOWN TIMES
February 27 – after 5:00 pm

Take-One Resource Table
The Take-One resource table is available for vendors who would like to make materials available but who are unable to attend the conference.

Items will be displayed on the table and will be available for attendees to take.

Take-One Shipping Address
Materials may be shipped using the following address:

ATTN: Hank Lewis
Office of Information Fluency
4000 Central Florida Blvd.
Classroom 1, Building 79, Room 206
P.O. Box 160066
Orlando, Florida 32816-0066

Contact Information
Hank Lewis
Office of Information Fluency
Hank.Lewis@ucf.edu
Phone: 407-823-1342
Fax: 407-823-5487

Payment Address
Payments by check should be mailed to:

UCF Continuing Education
Information Fluency Conference
Innovative Center
3280 Progress Drive, Suite 700
Orlando, Florida 32826

Credit card payment should be scanned and sent to the contact email above or faxed to the number above.

All payments must be received by Friday, January 24, 2014 for inclusion in the conference program.