Exhibit Information & Rules

Lodging
Hotel reservations can be made directly with Albuquerque Crowne Plaza by calling 505-884-2500 and referring to the New Mexico Law Enforcement Conference room block. The reservation cut-off date is Monday, November 27, 2017. After this date, rooms will be on a space available basis.

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Room Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>King or Two Queen</td>
<td>$93.00</td>
</tr>
</tbody>
</table>

Contract
The following rules and regulations become binding upon acceptance of this contract between the applicant and his or her employees, and the New Mexico Municipal League, the organization coordinating this event.

Exhibitor Fees
8’ x 10’ Booth
For Profit - $500
Non-Profit - $300

Any Registration received after November 22nd may not be printed in the final program.

Exhibit Space
Each exhibit registration includes:
• 8’x 10’ booth with pipe and drape
• Identification Sign
• One 6’ table and one chair
• One waste basket
• Free wireless internet Public Access in the Exhibit Hall
• Recognition in Conference Program (Registration must be received by November 22nd)
• One full conference registration for person manning the booth.

No walls, partitions, signs or decorations may be erected which will interfere with the general view “down the aisle”, or with other exhibits. Additional booth requirements may be requested by the exhibitor from Convention Services of the Southwest.

Setup & Breakdown
Move-In: Tuesday, December 12th 3:00 – 6:00 pm
          Wednesday, December 13th 7:30 – 10:00 am
Move-Out: Thursday, December 14th 11:00 – 2:00 pm

Please keep your exhibit booth up until close of the show at 11:00 am on Thursday, December 14th.

Exhibit Hours
Wednesday, December 13th 10:00 am – 7:00 pm
AM Break 10:00 – 10:30 am
Vendor Hall Closed 11:30 am – 12:30 pm (Exhibit Hall Closed during Lunch so Vendors may eat lunch with participants)
PM Break 2:30 – 2:45 pm
Opening Reception w/*Vendor Drawings 5:30 – 7:00 pm

Thursday, December 14th 7:00 – 11:00 am
Continental Breakfast 7:00 – 8:00 am
AM Break 10:00 – 10:30 am

*Drawings will be done in the Exhibit Hall during the Opening Reception on Wednesday. You can conduct your own drawing or bring a door prize to the Exhibitor Registration Booth. This is a good time to get additional exposure for your company while engaging the attendees.
Exhibit Information & Rules continued...

Operation of Equipment during Exhibit Hours
The continuous operation of equipment that includes loud noise, flashing or strobe lights, or any objectionable device will not be allowed during exhibit hours. A brief demonstration of such devices in the presence of a customer is allowed.

Exhibit Payment & Refunds
The full amount for exhibit space is due upon receipt of the signed Exhibitor/Sponsor Registration Form.

In the event an exhibitor must cancel his/her company’s participation in the show, a letter must be received at the NMML office to that effect by 5 pm on Wednesday, November 22, 2017. Upon receipt, a refund of the exhibit fee minus $150 cancellation fee will be processed. No refund will be made after November 22, 2017.

Note: Sponsorship fees are non-refundable.

Conference Program Ads
Ad must be sent to NMML by Wednesday, November 22, 2017 to mvaldez@nmml.org in a high resolution PDF Format in actual size. Ads must be camera ready to size and content cannot be manipulated by NMML Staff.

<table>
<thead>
<tr>
<th>Ad Size</th>
<th>Price</th>
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<tbody>
<tr>
<td>Business Card Size – 4” wide x 2” tall</td>
<td>$100</td>
</tr>
<tr>
<td>Half Page Ad – 4” wide x 5 ¼” tall</td>
<td>$200</td>
</tr>
<tr>
<td>Full Page Ad – 8” wide x 10 ½” tall</td>
<td>$400</td>
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</tbody>
</table>

Note: Advertisement fees are non-refundable.

Space Assignment
Booth allocation will be assigned at the sole discretion of the show management and will be based on the date of receipt of registration and payment, with priority given to regular exhibitors and contributing sponsors. No space will be held until payment is received in full. NMML reserves the right to accept or reject without reason any exhibit agreement. Should it become necessary for any reason, NMML also reserves the right to reassign exhibit space.

Unoccupied Space
NMML reserves the right to rent or reassign any booth space that is not occupied after the first hour of the show’s opening.

Use of Booth Space
Exhibitors shall reflect their company’s highest standards of professionalism while maintaining their booth during show hours. No exhibitor shall assign, sublet or share booth space without prior NMML permission.

Convention Services of the Southwest
Convention Services of the Southwest (CSS) is the official Exhibit Show Manager. After your registration and payment has been processed by NMML, your contact information will be sent to CSS. They will email you login information to access additional services that CSS has to offer. If you do not receive this information please call them at 505-243-9889.

Note: CSS is responsible for inbound and outbound shipping. Refer to details below.

Shipping
Direct shipping to the Crowne Plaza is not applicable. All shipping must go through Convention Services of the Southwest (CSS). If the facility receives show freight, it will be consigned to CSS and the exhibitor will incur drayage charges. The Ruidoso Convention Center will not accept any outbound shipping responsibility. Additional information including fees will be on the electronic service kit that you must access from the CSS website using your login information.

Electricity
Electricity will be provided by Convention Services of the Southwest. The form will be included in the electronic service kit that you must access from the CSS website using your login information.
Exhibit Information & Rules continued...

Food Service
NMML reserves the right to provide food and beverage service during certain hours in the exhibit area. No free samples of food or beverage may be given away or otherwise distributed by any exhibitor without prior written approval by NMML.

Hospitality Suites & Other Events
Any firm or organization wishing to host a hospitality suite or any other event in conjunction with the NM Law Enforcement Conference must seek NMML prior approval. NMML must be informed of the dates, times and locations for these events in advance, and said events may not conflict with any Conference activities.

Security & Liability
Basic overnight security services will be provided by the Crowne Plaza. The exhibitor agrees to hold the Crowne Plaza and NMML harmless and to indemnify the Crowne Plaza and NMML against claims or liability arising out of the actions, fault or negligence of the exhibitor, its agents or employees, prior to, during and after the exposition. NMML and the Crowne Plaza shall not be responsible for any loss, damage or injury that may happen to the exhibitor or the exhibitor’s agents, patrons, guests, employees or property from any cause whatsoever (unless occasioned by the sole willful or gross negligence of NMML or the Crowne Plaza) prior to, during or subsequent to the exposition period. The exhibitor hereby releases NMML and the Crowne Plaza from, and agrees to indemnify them against, any and all claims for such loss, damage or injury.

REMEMBER THESE DEADLINES

<table>
<thead>
<tr>
<th>ASAP</th>
<th>Return applicable Registration Forms.</th>
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<tbody>
<tr>
<td>November 22nd</td>
<td>Last day to submit Ads for Conference Program.</td>
</tr>
<tr>
<td></td>
<td>(High-Res min 300 dpi. pdf format)</td>
</tr>
<tr>
<td></td>
<td>Last day for Company Information to be printed in the Conference Program.</td>
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<tr>
<td></td>
<td>Last day to cancel Exhibit Booth with partial refund.</td>
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November 29th  Last day to register for Exhibit Booth. (Based on space availability & Company Information will not be listed in Conference Program.)

Questions? Contact Mariah Valdez at (800) 432-2036. Or email: mvaldez@nmml.org.