

65th NMML Annual Conference

Albuquerque Convention Center • August 31 - September 2, 2022

Exhibit Information & Rules

BOOTH PACKAGE DESCRIPTION

8' x 10' Booth
Private Sector/Corporate - \$1500
Non-Profit/Government - \$750

EXHIBIT SPACE

Each exhibit registration includes:

- 8'x 10' booth with pipe and drape
- One 6' table and two chairs
- One waste basket
- Free wireless internet Public Access in the Exhibit Hall
- Recognition in Conference Program
- One Badge for two representatives manning the booth. (Includes entrance to all Conference Functions.)

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, August 30th 3:30 – 7:00 pm
Move-Out: Thursday, September 1st 12:00 – 3:00 pm

Please keep your exhibit booth up until close of the show at 12:00 pm on Thursday, September 1st.

EXHIBIT HOURS

Wednesday, August 31 st	7:00 am – 5:00 pm
Continental Breakfast	7:00 – 8:00 am
AM Break	10:30 – 10:45 am
Lunch w/Exhibitors	11:00 am – 12:15 pm
*PM Break w/Drawings	2:30 – 3:00 pm
Thursday, September 1 st	8:00 am – 12:00 pm
Continental Breakfast	8:00 – 9:00 am
*AM Break w/Drawing	10:15 – 10:45 am

**Drawings will be done at the afternoon break on Wednesday and morning break on Thursday. 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. Note: All the above events listed will be in the exhibit hall.*

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 Agreement & Registration Form on page 7.

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 Tuesday, August 2, 2022. Upon receipt, a refund of the exhibit fee minus \$150 cancellation fee will be processed. No refund will be made after August 2, 2022.

Note: Sponsorship 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.

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Exhibit Information & Rules *continued*

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 Albuquerque Convention Center 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 Albuquerque 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 the SMG Management – Albuquerque Convention Center. The form will be included in the electronic service kit that you must access from the CSS website using your login information.

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 NMML Annual Conference must seek NMML prior approval and agree to purchase a sponsorship at the minimum level of a \$2,500 Silver Sponsorship. 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 Albuquerque Convention Center. The exhibitor agrees to hold the Albuquerque Convention Center and NMML harmless and to indemnify the Albuquerque Convention Center 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 Albuquerque Convention Center 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 Albuquerque Convention Center) prior to, during or subsequent to the exposition period. The exhibitor hereby releases NMML and the Albuquerque Convention Center from, and agrees to indemnify them against, any and all claims for such loss, damage or injury.

Remember these Dates!

ASAP	Return applicable Registration Forms.
AUGUST 2ND	Last day to submit Ads for Conference Program. (High-Res min 300 dpi. pdf format)
AUGUST 2ND	Last day for Company Information to be printed in the Conference Program. Last day to cancel Exhibit Booth with partial refund.
AUGUST 9TH	Last day to register for Exhibit Booth. (Based on space availability & Company Information will not be listed in Conference Program.)
AUGUST 16TH	Last day for early bird Additional Company Representative Registrations.

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Exhibit Agreement and Registration Form

Use for one exhibitor or advertiser only. To register colleagues, use one Additional Company Representative Registration Form (page 10) per person. Sponsors with or without booth, use form on page 6.

Company/Agency Name: _____

Please Print

Address: _____

Include Street address, City, State & Zip

Contact Person/Title for all correspondence: _____

Phone Number: _____ Fax: _____ Email: _____

Brief Description of Product/Service: _____

Primary On-Site Company Representative manning the booth at NMML 2022 Annual Conference:

For additional Representative Registrations use page 10.

Name: _____ Title: _____

Cell Phone Number: _____ Email: _____

- Vegetarian Meals Dietary restrictions or ADA needs contact Mariah Valdez at 800-432-2036

Booth:

- Private Sector/Corporate – \$1500
 Non-Profit/Government – \$750

Conference Program Advertisement:

Advertising in the Conference Program may be purchased in addition to exhibit space, or by itself.

- | | | |
|---|--------------------|-------|
| <input type="checkbox"/> Full Page Color | 3" wide x 8" tall | \$400 |
| <input type="checkbox"/> Half Page Color | 3" wide x 4" tall | \$300 |
| <input type="checkbox"/> Quarter Page Color | 3" wide by 2" tall | \$200 |

Ads must be delivered to the NMML by August 2nd, in a high resolution (minimum 300 dpi) PDF format to actual size (no bleeds) in full color (CMYK, not RGB) to mvaldez@nmml.org. For more information, contact Mariah Valdez at (800) 432-2036.

Ancillary Events:

Please indicate which events the above person plans on attending. For additional guests, use additional company representative registration form on page 6.

On-site Company Representative named above plans to attend the following:

- Golf Outing (Tuesday)
USGA Handicap _____ Index or Average _____
- Community Project (Tuesday)
- Lunch with Attendees (Wednesday)
- Welcome Reception (Wednesday)
- Zumba (Thursday)
- Past Presidents Lunch (Thursday)
- Dinner & Dance (Thursday)
- I have read & agree to the terms of this agreement & hereby also agree to the exhibit rules on pages 1 & 2 of the present packet.

Signature: _____ Date: _____ Exhibit Agreement Total: \$ _____

Mail or fax this form along with applicable Registration forms to:
Mariah Valdez, New Mexico Municipal League • P. O. Box 846 • Santa Fe, NM 87504 Phone Toll Free:
(800) 432-2036 • (505) 992-3523 • Fax: (505) 984-1392 • Email: mvaldez@nmml.org

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Sponsorship Benefits

Benefits at-a-glance	Platinum \$6,000	Gold \$3,000	Silver \$2,500
EXHIBIT SPACE			
Exhibit Table	◆	\$800	\$850
RECOGNITION OF SPONSORSHIP			
Company Listing in Conference Program	◆	◆	◆
Color ad in the Conference Program	Full (3" x 8")	Half (3" x 4")	Quarter (3" x 2")
Company Logo in signage throughout Conference	◆	◆	
Company Logo displayed at General Sessions	◆		
Complete List of of Conference Attendee Contact Info	◆		
Recognized as a Nambe Door Prize Donor	◆		
CONFERENCE REGISTRATIONS			
Full Registrations (permits entry to all functions)	3	2	1

Advertisement Specifications

Ads must be delivered to the NMML by August 2nd in a high resolution (minimum 300 dpi) PDF format to actual size (no bleeds) in full color (CMYK, not RGB) to mValdez@nmml.org.

Ad	Size	Cost without Sponsorship
Full page	3" wide x 8" tall	\$400
Half page	3" wide x 4" tall	\$300
Quarter page	3" wide x 2" tall	\$200

Note: Sponsorship fees are non-refundable

Questions? Contact Mariah Valdez at (800)432-2036 or e-mail: mvaldez@nmml.org

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Sponsorship Agreement and Registration Form

For Sponsors **with or without exhibit booth** - Use this form for primary on-site company representative only -
For all others, use additional registration form (page 10)

Company/Agency Name: _____

Please Print

Address: _____

Include Street address, City, State & Zip

Contact Person/Title for all correspondence: _____

Phone Number: _____ Fax: _____ Email: _____

Brief Description of Product/Service: _____

Primary On-Site Company Representative manning the booth at NMML 2022 Annual Conference:

For additional Representative Registrations use page 10.

Name: _____ Title: _____

Cell Phone Number: _____ Email: _____

- Vegetarian Meals Dietary restrictions or ADA needs contact Mariah Valdez at 800-432-2036

Sponsorship Levels:

PLATINUM SPONSOR \$6,000

- Yes, we want a booth
 No, we do not want a booth

2nd and 3rd registrants included in sponsorship must each fill-out additional registration form (page 10)

GOLD SPONSOR \$3,000

- Add an exhibit booth @ \$800

2nd registrant included in sponsorship must use additional registration form (page 10)

SILVER SPONSOR \$2,500

- Add an exhibit booth @ \$850

SPONSOR PROGRAM ADVERTISEMENTS

Ad artwork is due by August 2nd to mvaldez@nmml.org

- Yes, we want an ad No, we do not want an ad

Ancillary Events:

Please indicate which events the above person plans on attending.
For additional guests, use additional registration form on page 10.

On-site Company Representative named above plans to attend the following:

Golf Outing (Tuesday)

USGA Handicap _____ Index or Average _____

Community Project (Tuesday)

Lunch with Attendees (Wednesday)

Welcome Reception (Wednesday)

Zumba (Thursday)

Past Presidents Lunch (Thursday)

Dinner & Dance (Thursday)

I have read & agree to the terms of this agreement & hereby also agree to the exhibit rules on pages 1 & 2 of the present packet.

Signature: _____ Date: _____ Sponsorship Agreement Total: \$ _____

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Additional Company Representative Registration Form

Use one form for each additional registration (copy this page as necessary).

Company/Agency Name: _____

Full Conference Registration (includes all Conference Events/Meals)

- PLATINUM Sponsor Additional Registration Two Additional Included in Sponsorship
 GOLD Sponsor Additional Registration One Additional Included in Sponsorship

Full Conference Registration by August 17th after August 17th On-site (after August 24th)

NMML Subsection Member \$300 \$370 \$440
**Must be Current to qualify.*

Non-Members: Federal, State, County, Private \$350 \$425 \$510

Spouse/Guest includes all functions & meals \$150 \$185 \$215
**Cannot be a company representative*

One Day Registration

NMML Subsection Member \$110 Wednesday only \$110 Thursday only
Includes Lunch & Night Function (for that day only)
**Must be Current to qualify.*

One Day Exhibitor/Sponsor/Non-Member \$150 Wednesday only \$150 Thursday only

Additional Company Representative Name: _____ **Title:** _____

Cell Phone: _____ Work Phone: _____ Email: _____

- Vegetarian Meals Dietary restrictions or ADA needs contact Mariah Valdez at 800-432-2036

Spouse/Guest Name: _____ **Cell Phone:** _____

**Cannot be a company representative*

- Vegetarian Meals Dietary restrictions or ADA needs contact Mariah Valdez at 800-432-2036

Additional Registration/Guest Total (one form per person please): \$ _____

Ancillary Events

Please indicate which events the above person plans on attending.

On-site Company Representative named above plans to attend the following:

- Golf Outing (Tuesday) Lunch (Wednesday)
 USGA Handicap _____ Index or Average _____ Welcome Reception (Wednesday)
 Community Project (Tuesday) Past Presidents Lunch (Thursday)
 Zumba (Thursday) Dinner & Dance (Thursday)

I have read & agree to the terms of this agreement & hereby also agree to the exhibit rules on pages 1 & 2 of this packet.

Signature: _____ Date: _____

Payment Form - Exhibitors, Sponsors & Additional Registrations

Please use one payment form for all forms. Full payment must accompany agreement/registration forms, no booth or ad space will be held until full payment is received.

Company Name: _____

Contact Name: _____ Contact Tel #: _____

Total from Exhibit Agreement Form (attached): \$ _____

Total from Sponsorship Agreement Form (attached): \$ _____

Total from Additional Registrations/Badges Form (attached): \$ _____

Grand Total: \$ _____

Payment Enclosed: \$ _____ (Checks payable to NMML)

Visa MasterCard Expiration Date: _____

Name on Card: _____

Card #: _____ Signature: _____

NMML is authorized to use the card above to pay all applicable exhibit/sponsorship/additional registration fees in the amount listed above. **Grand Total:** \$ _____

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AUGUST 2ND	Last day for Company Information to be printed in the Conference Program. Last day to cancel Exhibit Booth with partial refund.
AUGUST 9TH	Last day to register for Exhibit Booth. (Based on space availability & Company Information will not be listed in Conference Program.)
AUGUST 16TH	Last day for early bird Additional Company Representative Registrations.

Additional Company Representative Registration / Cancellation Policy

- After August 24th additional Company Representatives must register on-site.
- Cancellations must be received in writing by August 24th.
- \$50 fee charged for all cancellations.
- No refunds after August 24th.
- No partial refunds.
- Pre-registered no shows are responsible for full registration fee.
- Credit card transaction(s) processed immediately.
- Receipts available upon registration check-in.
- Registration confirmations will be emailed.
- Weather related no shows will be charged \$50.
- By submission of this form, I agree to all registration/cancellation policies.