

Exhibit Information & Rules

Lodging

Hotel reservations can be made directly with **Embassy Suites** by calling **800-EMBASSY** and referring to the New Mexico Law Enforcement Conference room block. Or [click here to make reservations online](#). The reservation cut-off date is Sunday, November 13, 2022. After this date, rooms will be on a space available basis.

Room Type	Room Rate
King or Two Queen	\$125.00

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 - \$700

Non-Profit - \$400

Any Registration received after November 23rd 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 23rd)
- Two 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 6 th	3:00 – 6:00 pm
	Wednesday, December 7 th	7:30 – 10:00 am
Move-Out:	Thursday, December 8 th	11:00 – 2:00 pm

Please keep your exhibit booth up until close of the show at 11:00 am on Thursday, December 12th.

Exhibit Hours

Wednesday, December 7 th	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 8 th	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 23, 2022. Upon receipt, a refund of the exhibit fee minus \$150 cancellation fee will be processed. No refund will be made after November 23, 2022.

Note: Sponsorship fees are non-refundable.

Conference Program Ads

Ad must be sent to NMML by Wednesday, November 23, 2022 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.

<u>Ad Size</u>	<u>Price</u>
Business Card Size – 4" wide x 2" tall	\$100
Half Page Ad – 4" wide x 5 ¼" tall	\$200
Full Page Ad – 8" wide x 10 ½" tall	\$400

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 Embassy Suites 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 Embassy Suites 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 Embassy Suites. The exhibitor agrees to hold the Embassy Suites and NMML harmless and to indemnify the Embassy Suites 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 Embassy Suites 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 Embassy Suites) prior to, during or subsequent to the exposition period. The exhibitor hereby releases NMML and the Embassy Suites from, and agrees to indemnify them against, any and all claims for such loss, damage or injury.

REMEMBER THESE DEADLINES

ASAP	Return applicable Registration Forms.
November 23 rd	Last day to submit Ads for Conference Program. (High-Res min 300 dpi. pdf format)
	Last day for Company Information to be printed in the Conference Program.
	Last day to cancel Exhibit Booth with partial refund.
November 30 th	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.