

Greetings!

The New Mexico Professional Surveyors 2012 Conference on March 23rd and 24th, promises to be exciting and we hope you will be joining us. Please read the enclosed Rental Agreement and complete all items on the bottom portion.

Following is some general information but if you have any questions that are not answered, please feel free to contact me by e-mail (patty.nmps@gmail.com) or leave a detailed message on the NMPS phone (575-393-1462). It would be helpful if you would leave your e-mail address for answers when possible.

- 1) ELECTRICITY is available free of charge but you will need to provide your own power cords and power strips.
- 2) INTERNET connections are available upon request at a fee of \$130 per day, per computer.
- 3) PRE-SHIPPING boxes to the Marriott is permitted, however shipments should not arrive earlier than 4-5 days prior to the conference. The box should be clearly marked with the name of the conference and dates of conference as well as the name of the individual who will be picking it up. There is no charge for the first 2 boxes, after that, the Marriott charges a fee of \$3.50 per box.
- 4) LUNCH TICKETS will be provided for 2 people per booth space per day. If you are going to need extra tickets for additional people, they can be purchased for \$19 per person, per day. These need to be requested on the Rental Agreement so we can give the hotel attendance numbers.
- 5) The Marriott provides security measures such as locking all entrances and regularly patrolling the exhibit area throughout the night. However, we recommend not leaving valuable items, such as laptops, unattended.
- 6) NAME BADGES will be provided for all vendors. Please list the names you would like badges made for on page 2 of the Rental Agreement.
- 7) ROOM RESERVATIONS for the Marriott Pyramid North made on or before **February 20th, 2012** will receive a discounted rate. Just go to <https://resweb.passkey.com/go/nmps> or call (800) 266-9432 and make sure to mention the New Mexico Professional Surveyors. You can also visit www.nmps.org for more information.

There is a layout of the Exhibit Area from last years Conference enclosed. Since we do not know how many booths we need to allow for, the layout is subject to change. Please **DO NOT** request particular spaces at this time, although you are welcome to request general area (door wall, back wall, etc) and I will do my best to place you there. The vendors that request internet connection will need to be in specific areas so they will be placed first. The remaining spaces will be filled in on a first come, first serve basis.

There will be an awards ceremony during lunch on Saturday. Door prize drawings will also be held during lunch on Friday or Saturday (or both if time permits and we have collected enough door prizes). This would be an excellent opportunity for our vendors to promote their company by donating door prizes and would be greatly appreciated! If you would like to donate door prizes, please email or call us so we can be sure to properly credit you for your generosity. Don't forget, attendees must visit **every** vendor to be eligible for the drawing.

We look forward to seeing you at our 2012 Conference!

Patty Floyd
NMPS Executive Director
Fax (575) 393-4836