

**2008 NMPS CONFERENCE
MARCH 14TH & 15TH
EXHIBIT SPACE RENTAL AGREEMENT**

NMPS Agrees to:

- Furnish Exhibitor with booth space (10' x 10' each, includes all pipe and drape) Exhibitor will be allowed to **"Set UP"** their exhibit on the evening prior to the conference.
- Provide Exhibitor with one (1) table and two (2) chairs for each booth space.
- Provide two (2) lunch tickets for each day (4 total) of the conference for each booth space. Extra lunch tickets can be purchased for \$15.00 each.

Exhibitor agrees to:

- Provide your own sign.
- Pay NMPS \$450 for each booth space (includes electricity). Please bring your own extension cords and power strips if electricity is needed.
- Keep Exhibit open from 7:30 a.m. to 5:00 p.m. on each day of the conference and for the reception on Friday night from 5:00 p.m. to 7:30 p.m.
- Confine exhibit to the space provided.
- Indemnify NMPS and its representatives against any and all claims due to loss or damages to any person or property in the placing, exhibiting or removal of exhibits.
- Exhibitor will be responsible for any extraordinary charges related to labor, electricity, backdrops, moving expansions and any damages to the Marriot Pyramid North. Set up of exhibits will be allowed from 5:00 p.m. to 8:00 p.m. on Thursday, March 13th.
- To comply with all local Fire Ordinances. It is the responsibility of the Exhibitor to remove all packaging materials, crates, cartons, etc. from the Marriott Pyramid North premises prior to, during and after the initial setup.
- Internet connection is available for \$100 per day per computer plus tax and gratuity.

For more information visit our website at www.nmps.org or e-mail Patty Floyd at patty.jwsc@hotmail.com

Shipping Information:

Marriott Pyramid North
5151 San Francisco NE
Albuquerque, New Mexico

Room Reservations:

1-800-262-2043 (When making room reservations, ask for the "New Mexico Professional Surveyors Block". This block is for Thursday and Friday ONLY. If you need to make extended reservations you need to let the person you speak to know.)

Please Print

Company Name: _____ Contact Name: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____ Fax: _____

Email: _____ Authorized Signature: _____

Date: _____

Number of Booths requested _____ @ \$450/each. Electricity Requested: _____ Yes _____ No

Extra Lunch Tickets (2 per day provided) _____ @ \$15/each

Total Amount Enclosed: _____ (Make checks payable to NMPS 2008 Conference).

Please send signed agreement along with your check to:

Patty Floyd Executive Director, NMPS 412 N. Dal Paso Hobbs, NM 88240

SPACE IS LIMITED SO SIGN UP SOON!

THANK YOU FOR SUPPORTING NMPS!

Greetings!

The New Mexico Professional Surveyors 2008 Conference 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.jwsc@hotmail.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 \$100 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 \$15 per person, per day. These need to be requested on the Rental Agreement so we can give the hotel attendance numbers.
- 5) SECURITY will NOT be provided other than the Marriott's normal procedure of locking all entrances. Please do not leave items such as laptops unattended.
- 6) NAME BADGES will be provided for all vendors. Please write the names you would like to be printed on them on the BACK of the Rental Agreement.
- 7) ROOM RESERVATIONS for the Marriott Pyramid North made on or before February 8th, 2008 will receive a discounted rate. Just ask for the New Mexico Professional Surveyors block.

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 starting with Booth #1 on the enclosed layout. There will be a short awards ceremony during lunch on Saturday and a door prize drawing for the attendees. If you would like to donate a door prize, please let me know.

We look forward to seeing you at our 2008 Conference!

Patty Floyd

NMPS Executive Director

Ph (575) 393-1462

Fax (575) 393-4836