



2009 Annual Conference Exhibitor Information

The New Mexico Library Association invites you to join us at the 2009 Annual Conference in Albuquerque, New Mexico.

The Annual Conference is the opportunity for librarians from across New Mexico to learn and network. These librarians represent all types of libraries: from school to public, academic to rural, Native American tribal libraries to libraries with primarily Spanish speaking patrons. These librarians want to see what is new and learn about your products/services as well.

We are also looking for vendors who would like to sell items, such as jewelry, t-shirts, etc., as librarians would love to take home things for personal use or gifts.

This year's event will be held in the NE section of the Convention Center. There is free loading/unloading in the parking area next to the NE exhibit hall.

Last year, we tried out having a **vendor/opening reception on Wednesday night**. After receiving positive feedback from the majority of the vendors regarding that event, we are holding it again this year. This event will be held from 5:30 to 7:00 p.m. on April 22nd at the Convention Center.

We are always looking for **items to give away** during the conference. If you wish to donate an item or two, check the box on the Exhibitor form.

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Our exclusive **display service company** for this event is Convention Services of the Southwest. You can contact them at (505) 243-9889 or take a look at some of the inventory they have available at www.CSSABQ.com.

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Our **conference hotel** is the Hyatt Albuquerque Downtown.

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If you might be interested in **presenting a program or having a dedicated time for author signing**, please send a fax to (505) 891-5171 no later than August 31st with direct contact information so we can pass the information on to the Program Committee and/or contact you directly when the call for programs goes out. We cannot guarantee that your request will be honored, however, we will gladly include you in the selection process.

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Convention Center layout and other information can be found on our Conference website:

www.nmla.org/2009_Conference/exhibitors.html



Exhibitor Contract

Exhibitor set-up will be Wednesday, April 22, 2009 from 8:00 a.m. to 5:00 p.m. at the Albuquerque Convention Center.

Opening reception will be Wednesday 5:30 p.m. to 7:00 p.m. in the Exhibitor area.

Exhibit hours will be 8:00 a.m. to 5:00 p.m., Thursday, April 23rd and 8:00 a.m. to 12:30 p.m., Friday, April 24th. **No one will be permitted to shut down their exhibit until the official closing time of 12:30 p.m. on Friday, unless they have a written agreement from the NMLA Vice-President/Conference Chair.** Some attendees only come one day and we want to make sure they have the opportunity to visit with Exhibitors. Attendees have given feed-back that early shut-downs make attendees feel rushed or that they are unwelcome.

Deadline for full payment of booth rental and for inclusion in the Exhibitors Listing in the Official NMLA Conference Program is **February 28, 2009**. Exhibitors who buy space after that time will be included in an addenda listing, if printing deadlines allow. After the deadline, all booth rentals must be paid for in full when this signed contract is submitted. Any Exhibitor who has not paid in full for a previous NMLA Annual Conference is not allowed to exhibit at future conferences.

NMLA is a private, 501(c)3 organization run by volunteers. Any unprofessional behavior toward any of the attendees or volunteers may be cause for immediate removal from exhibit floor and refusal of exhibitor space at future conferences.

NMLA agrees to provide at least 90 minutes on Thursday and 60 minutes on Friday as no-conflict time for attendees to visit exhibitors.

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The exclusive display service provider for this conference is Convention Services of the Southwest. Visit their website at www.CSSABQ.com, call them at (505) 243-9889 or fax them at (505) 243-8197 for further information about any equipment or electrical needs for your space. After you have been assigned a space, they will contact you with information about the services they can provide.

The conference hotel is the Hyatt Regency Albuquerque at 330 Tijeras NW – please ask for the New Mexico Library Association Conference rate when you reserve your room.

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To reserve your spot at the 2009 Conference, mail the following page to: NMLA, PO Box 26074, Albuquerque, NM 87125 or fax it to (505) 891-5171. If you have not paid for a prior year conference space, you must pay for that space, as well as this space, in full in order to participate in this year's conference.

An invoice will be sent with your space number and further contact information once your registration information is received.



Exhibitor Contract

(by submitting this Contract, you are agreeing to NMLA's terms outlined on the prior page)

Exhibiting Organization (exactly as it should appear on the exhibit hall sign and in the conference program)

Contact Person

Mailing Address

Phone Fax

E-Mail Website Address for Conference Page

Names of individuals staffing the booth as they should appear on name tags

Single sentence description of products/services for conference program listing

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- Conference Sponsorship - \$1,000** (2 booths, recognition for sponsorship, and full page ad in the conference program)

Preferred Booth Number - 1st Choice _____, 2nd Choice _____, 3rd Choice _____
(see Exhibit Hall Layout at www.nmla.org/2009_Conference/vendors.htm to see spaces still available)

- 10' x 10' booth - \$450** (booth space contains two skirted 6' tables and two chairs)

Preferred Booth Number - 1st Choice _____, 2nd Choice _____, 3rd Choice _____
(see Exhibit Hall Layout at www.nmla.org/2009_Conference/vendors.htm to see spaces still available)

- 8' x 10' table - \$150** (Table space contains one skirted 8' table and two chairs)

Preferred Table Number - 1st Choice _____, 2nd Choice _____, 3rd Choice _____
(see Exhibit Hall Layout at www.nmla.org/2009_Conference/vendors.htm to see spaces still available)

- 8' x 10' non-profit table - \$50** (Table space contains one skirted 8' table and two chairs, must provide non-profit status when signing up for space – NMLA will assign the space)

- Contact me for an item for a donation/prize.**