



NMADA Convention Exhibitor Form

Exhibit Table Fee: \$500

Exhibitor/Company Name: _____

Contact Person: _____

Telephone Number: _____ Email: _____

Yes No Will you be shipping your items directly to the Resort & Casino?

Yes No Does your exhibit table require electricity?

If you will be shipping items directly to the Hotel, please fill out the section below.

Name and Telephone Number of Person Shipping Items: _____

Name and Telephone Number of Person Receiving Shipment: _____

Number of Boxes/Items Shipped: _____

Date Shipped: _____ Shipping Company: _____

Tracking Numbers: _____

Special Handling Requirements: _____

FEES: The hotel charges a fee for boxes both incoming and outgoing. The fee varies based on box sizes. Fees are between \$10.00 - \$100.00. Envelope \$10.00; small box \$15.00; Medium \$25.00; Large \$50.00 & a Pallet is \$100. Any outgoing boxes will need to be taped, labeled and carrier contacted for pick up. The bell desk will handle the boxes for both incoming and outgoing. **For details regarding fees please call Sandra Pena-Lopez at 505-798-3911.**

Security is not provided in the exhibit hall and Sandia is not responsible for any lost items. Please be sure to take any valuable items with you when leaving your exhibit table.

EXHIBITORS MAY NOT BLOCK ANY PICTURES ON HOTEL WALLS, EXITS, OR FIRE EXTINGUISHERS.

Shipping Information

(Boxes must be labeled as follows):

Sandia Resort & Casino

Attn: Convention Services Manager Sandra Pena-Lopez

30 Rainbow Road NE Albuquerque, NM 87113

NMADA Convention (September 22-23) Exhibitor/Company Name

Exhibitor set up for Monday & Tuesday is 7:00 am - 8:00 am.

Tear down is between 12:00 pm - 3:00 pm on Tuesday 23rd.

Please email your exhibitor form to nmada@nmada.org so we can reserve your table.

We will email an invoice and payment can be made online. You may also pay via check. Please make checks payable to NMADA and mail this form to: NMADA, 3815 Hawkins Street NE, Albuquerque, NM 87109.