

Vendor Prospectus



New Mexico

DENTAL ASSOCIATION



ALBUQUERQUE CONVENTION CENTER
MAY 18-20, 2023



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Important Dates

Booth space is on a first-come, first-served basis. (See floor plan)

- April 28** Final booth payments due – Booth must be paid in full by April 28.
Flyers or promotional material due to NMDA office for badge registration packets (see sponsorship information for details).
Booths contracted after April 28 must be paid in full and submitted with vendor contract.
- May 1** Reps names due – The names of your representatives who will be manning your booth must be submitted to us by May 1.
- May 17** Exhibitor Move-in - Ballroom (2nd Floor) – 9:00 a.m.- 4:00 p.m.

Convention & Hotel Information

Albuquerque Convention Center May 18-19, 2023

Centrally located in beautiful downtown Albuquerque, 401 2nd St. NW, Albuquerque NM 87102 505-768-4575. Adjacent to many high-quality hotels, restaurants and shops.



The Clyde Hotel Albuquerque
330 Tijeras NW
Albuquerque, NM 87102
1-800-584-5058

The Clyde represents the place where business is celebrated and conducted in Albuquerque. It is not business as usual at The Clyde Hotel, it is business as Albuquerque. The Clyde Hotel offers the perfect location for meetings, conferences, weddings, and any social function.

Rate if booked by 4/23/23: \$135 (Single/Double)

Opportunities

Speaker Sponsorship

Speaker Sponsorship

Premium Level Course Sponsor- \$2500.00 A speaker can be sponsored for an entire day for \$2,500.00. The sponsor will be acknowledged on the schedule and our social media pages as well as at the event itself. At this level of sponsorship, you may send us an advertisement for inclusion in tote bags, 'Batch Packet'. With this sponsorship you may be eligible for a "Silver Booth". Contact Nancy Arenas 505-294-1368 for further details on speaker sponsorship.

Special Level Course Sponsor - \$1000 A speaker sponsorship for one half day for \$1,000.00. The sponsor will be acknowledged on the schedule and our social media pages as well as at the event itself. At this level of sponsorship, you may send us an advertisement for inclusion in tote bags, 'Batch Packet'. With this sponsorship you will be eligible for a "Virtual Booth". A physical booth can be purchased for 50% of the normal booth rate. Contact Nancy Arenas 505-294-1368 for further details on speaker sponsorship.

Opportunities Cont'd

Speaker Sponsorship

General Meeting Sponsor - \$500 - \$999 The sponsor will be acknowledged on the schedule and our social media pages as well as at the event itself. At this level of sponsorship, you may send us an advertisement for inclusion in tote bags, 'Batch Packet'. With this sponsorship level you will be eligible for a "Virtual Booth". You will also receive a credit of \$200 toward physical booth purchase. Contact Nancy Arenas 505-294-1368 for further details on speaker sponsorship.

Pocket Schedule

The pocket schedule is distributed to all attendees - \$1000.00

Event Program Advertisements

Contact: David Gambill at LLM Publications Inc. Ph: 503-445-2231 Fx: 503-655-0778 Email: davidg@llm.com to advertise in the Official Program. Ads must be submitted for PC format as a high-resolution image file, pdf., jpg., tif., or eps. Artwork is due by March 15th, to LLM Publications in order to be included.

Virtual Booth

Note that as an exhibitor you also receive a virtual booth on our event page. You will receive an email to set up your own booth on the Fiesta NMDA event page. In this space you can upload advertisement, flyers, specials, videos, and even have the opportunity to chat.

ALBUQUERQUE CONVENTION CENTER FLOOR PLAN

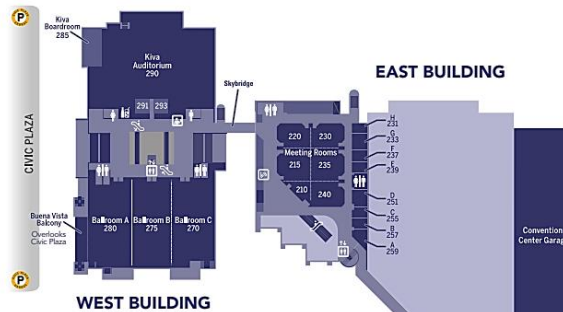
UPPER LEVEL

WEST BUILDING

- Kiva Auditorium
- » Box Office
- » Concessions
- » Kiva Boardroom
- Ballroom A, B, C
- » Buena Vista Balcony
- Overlooks Civic Plaza
- Skybridge to East Building

EAST BUILDING

- Meeting Room 210-240
- Suite A-H
- Convention Center Parking



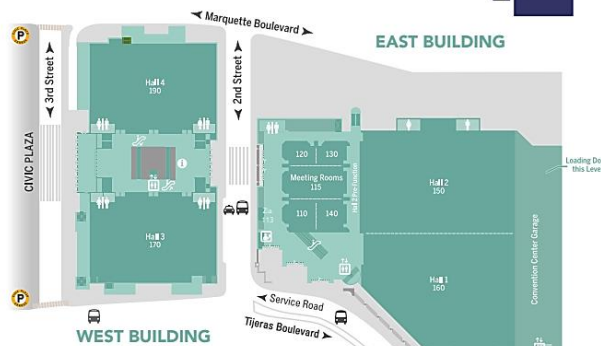
MAIN LEVEL

WEST BUILDING

- Hall 3 & 4
- Guest Services
- Civic Plaza Outdoor Event Space
- 2nd Street Entrance

EAST BUILDING

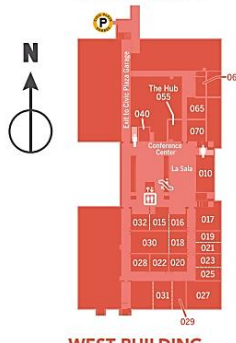
- Hall 1 & 2
- Meeting Room 110-140
- Zia Lounge 113
- Box Office
- 2nd Street Entrance
- Tijeras Boulevard Entrance



LOWER LEVEL

WEST BUILDING

- Conference Center
- The Hub 055
- La Sala (Lounge)
- Civic Plaza Parking



LEGEND

- Box Office
- Concessions
- Elevator
- Escalator
- Guest Services
- Parking
- Pick-up & Drop-off
- Restroom
- Vending

All areas of the Albuquerque Convention Center are accessible to people with mobility impairments.



CSS/Shipping Info

Space Availability: All booths will be rented on a first-come, first-served basis according to the date on which the request is received in the NMDA Business Office (see address - bottom of page). All shipping and receiving costs are processed through CSS.

ADVANCE SHIPPING ADDRESS

Ship to: Exhibitor Name and Booth #

Fiesta NMDA: c/o CSS

1921 Bellamah, NW

Albuquerque, New Mexico 87104

Label all merchandise:

"Hold for New Mexico Dental Association meeting. Booth No.----." All transportation charges must be prepaid. Each exhibitor should send shipping instructions to shipping company, such as when crate/crates will arrive, the destination to which merchandise will be returned and mailing address for invoice. Convention Services of the Southwest will deliver merchandise to the Convention Center, as well as pick it up when the Convention is over and then ship merchandise back to home base location.

Booth Specs:

Booth Specifications: All booths are 10'x 10'. Prices are indicated on application form. See floor plan for exact locations. Maximum height of exhibit booths (except along wall) is 8 feet. Sidewalls or divider drape railings are 40 inches. Booths will be draped back and side with flame-proof cloth. An 8 ft. table, two chairs, identification signs with company name and identification badges for exhibitors will be provided.

Booth Payments:

Credit cards accepted: Visa, MC, Discover & Amex. Make checks payable to New Mexico Dental Association. Mail or fax completed vendor contract and payment to NMDA, 9201 Montgomery, Ste 601, Albuquerque, NM 87111, Phone (505) 294-1368, Fax (505) 294-9958

NOTE for ALL exhibitors:

All shipping and receiving is through CSS at an additional cost. Electricity must be ordered from SMG - Albuquerque Convention Center. See next page for instruction on ordering additional supplies. CSS will provide an Exhibitor Kit with all ordering information and pricing in April.

Exhibit Rules

Installing Exhibits.

The Exhibit Hall will be available for the arrangements of exhibits Wednesday, May 17 at 9am-4pm. All exhibits must be set up before 7:00 AM on Thursday. Exhibitor will be responsible for setting up exhibit. Setup technicians and movers will be on hand for hire from Wednesday 9am until 4:00 PM.

Exhibit Application: Each exhibitor must submit a vendor contract for exhibit booth space. Fifty percent of the total cost must be paid with the application for space and the balance before April 30th. Space not fully paid by April 30th may be forfeited, and the NMDA will have the right to dispose of exhibit privileges and space without liability to the New Mexico Dental Association. No refund of any payment will be made after assignment of space is accepted by vendor and application signed. If acquiring a booth after April 30th full payment with vendor contract is required.

Subletting.

There shall be **NO** subletting of space. No exhibitor shall assign, sublet or apportion the whole or any part of the space allotted, nor exhibit therein, nor permit any other party to exhibit therein, any goods other than those manufactured or handled by the exhibitor in the regular course of business, nor permit any representative of any firm not exhibiting to solicit business or take orders in his space without the written consent of the Chairman of the Exhibits.

Orders:

Orders may be taken for future delivery.

Exhibit Hours.

Exhibits will be open to attendees on both Thursday and Friday from 8:00 AM until 5:00 p.m. (subject to change). ***Exhibits are expected to be open both Thursday and Friday at all times during exhibit hours or penalties may be incurred.*** Exhibitors known to tear down booths early on Fridays will not have booth priority in future events.

Character of Exhibits.

The New Mexico Dental Association reserves the right to decline or prohibit any exhibitor part of an exhibit or proposed exhibit which is not suitable or in accordance with the ethics of the dental profession. The Association reserves the right to bar any exhibitor. This reservation concerns person's conduct, printed matter, souvenirs and catalogues.

Exhibit Rules - Cont'd

Decorating, Electricity & Rental Equipment Service.

An exhibitor kit containing booth accessory info and electricity orders will be sent out approx. 5 weeks prior to the event. **All booth accessories must be ordered from Convention Services of the Southwest. All electrical wiring and outlets must be ordered in advance from SMG - Albuquerque Convention Center.** All audio-visual equipment must be ordered from NMDA's preferred Audio/Visual vendor. Forms for all three vendors will be contained in the exhibitor kit.

Space Limits, Decorations, Etc.:

Signs or decorations must not exceed 8 feet in height. **Each exhibitor must confine himself to the allotted space.** Interference with the light or space of other exhibitors will not be allowed. Exhibitors will be required to arrange displays so as not to obstruct the general view or conceal other exhibits. **Aisle space must not be used for exhibit purposes.** All signs, banners and advertising matter shall be subject to the approval of the NMDA. No partitions other than those provided by the Association will be permitted.

Security:

The exhibit hall will be locked each evening. Special identification will be required for entrance. The Association will not guarantee exhibitors against loss of any kind, nor will the Association assume financial responsibility for any loss suffered by exhibitors. The Association will provide a night guard for the Convention area. The Convention Center's roving security guard secures the loading dock. This guard is on duty 24 hours a day, each day of the convention. The exhibit hall will be locked at the close of business each day and re-opened before 8AM each morning.

Care of Building.

Exhibitors will be held responsible for any damage done to the building, equipment or decorations by them or their employees. **The rules of the Convention Center management must be observed and obeyed.**

Responsibility.

Neither the New Mexico Dental Association nor SMG - Albuquerque Convention Center shall be held responsible for the safety of exhibits against robbery, fire, accident or any destructive cause, nor for accidents to exhibitors or their employees.

FAQs

Here are the most frequently asked questions. If your question is not addressed below, please feel free to contact N. Arenas 505-294-1368 or email narenas@nmdental.org who will be happy to assist you.

Where can I get a copy of the exhibit booth contract?

Go to our website www.nmdental.org, click on 2023 Fiesta. There you will find the vendors' prospectus. Print out a copy.

When is the exhibitor contract due?

As soon as you have decided you want to participate you should send in your contract with 1/2 of the payment to reserve your booth. Remember booths are sold on first come first serve basis.

How should I submit my exhibitor contract?

You can fax to 505-294-9958 or email to narenas@nmdental.org.

What is included with our booth space?

Booths are 10'x 10'. Booths will be draped back and side with flame-proof cloth. An 8 ft. table, two chairs, identification signs with company name and identification badges for exhibitors are provided.

How are exhibit booth assigned?

Booths are assigned on a first come first served basis.

How do I register my booth personnel?

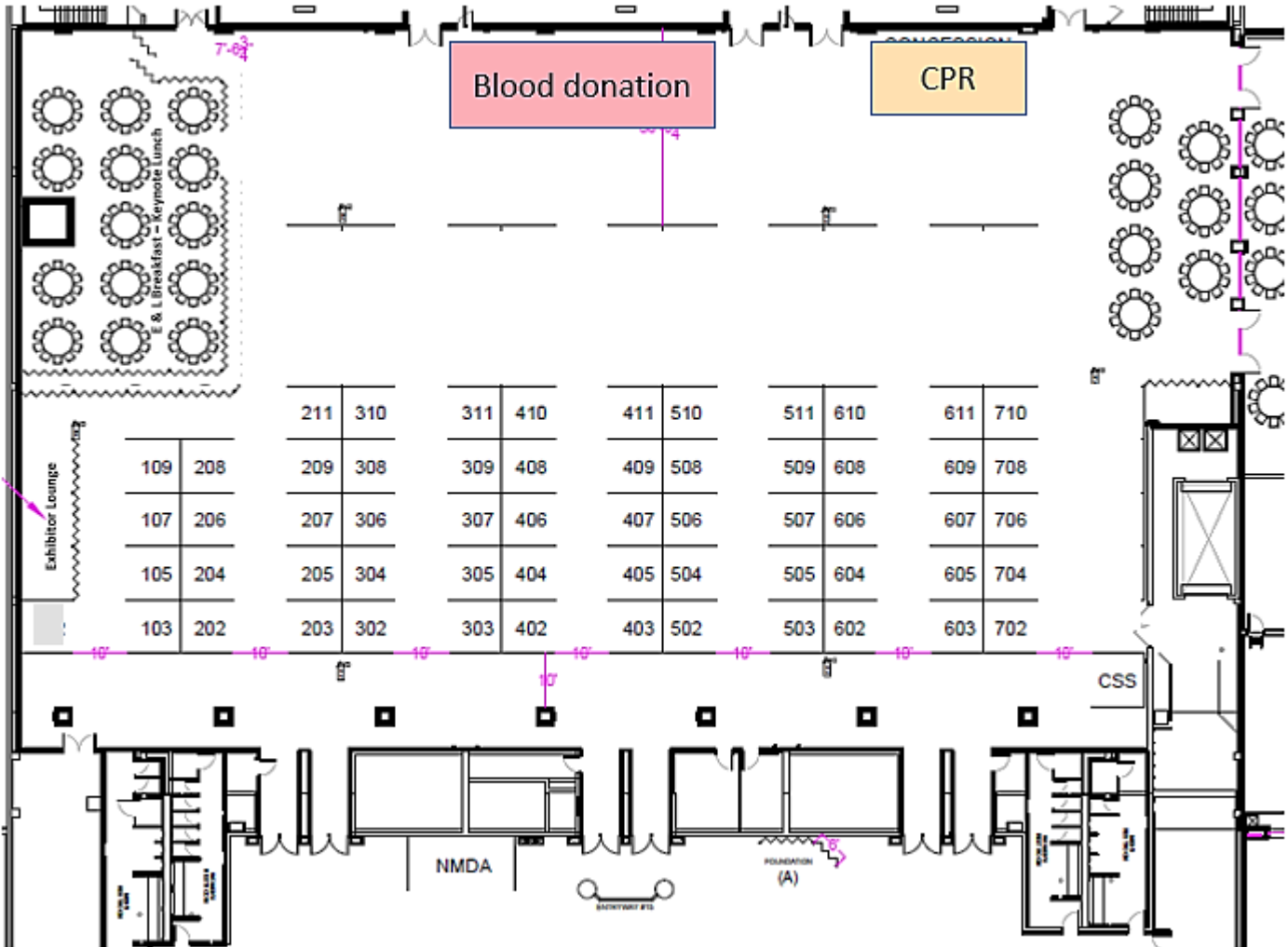
On the exhibitor contract there is a space to print the booth representative/s. **Only (3) representatives are allowed per booth at any given time.** Your booth personnel names must be received at the NMDA offices by April 25th. **Additional badges cost \$25.00 each.**

How do I order exhibitor services?

Please note that in April you will receive an exhibitor kit that will be sent by CSS with all the instructions on how to order your exhibitor services from them.



Vendor Floor Plan



Silver Booth	\$725.00 (#103-109;#702-710)
Gold Booth	\$825.00 (#202-211;#602-611)
Platinum Booth	\$950.00 (#302-511)

All corners in any level are an additional \$50.00

Vendor Floor Plan

Fiesta NMDA 2023 - May 18-19, 2023 Vendor Contract

New Mexico Dental Association

9201 Montgomery Blvd NE, Suite 601, Albuquerque NM 87111
505-294-1368 - Fax: 505-294-9958



COMPANY CONTACT			
COMPANY NAME		MAILING ADDRESS	
TELEPHONE			
FAX			
EMAIL		WEBSITE	
POINT OF CONTACT NAME & TITLE		CONTACT EMAIL	
CONTACT PHONE 1		CONTACT PHONE 2	
Company & Rep Names			
GENERAL DETAILS OF SERVICES / GOODS			
Booth Representative Information :	Please fill out in full. Only these representatives will be allowed to register in your company name. Only three representatives per booth. Additional Badges for representatives cost \$25.00 each. If you have more than 2 booths, please continue list on separate sheet.		
First Booth Rep Name		First Booth Rep Name	
First Booth Rep Name		Second Booth Rep Name	
Second Booth Rep Name		Second Booth Rep Name	
Additional Names			
Booth Selections & Other Offerings			
Booth Pricing:	See Floor Plan for pricing info. Booth Selection: Please make three selections: Booth Space will be assigned according to date that request is received. If you would like additional offerings please check them off below. There are no refunds.		
Booth 1st Choice		Booth 2nd Choice	
Booth 3rd Choice		Registration Badge Packets: (call for availability) \$300.00	
		Other Sponsorship (call the office)	
Payment Information			
I hereby affirm that all information supplied is true and accurate to the best of my knowledge and belief, and I understand that this information will be considered material in the evaluation of quotations, bids, and proposals. Notice must be given of any change in status impacting the information provided within ten (10) days of said change.			
Authorized Signature		Print Name	
Amount Due	\$	Check #	
V/MC/Amex #		Exp Date	/
Card Holder Signature		Name on Card	
<p><i>We would also encourage you to consider additional sponsorship opportunities. Sponsoring events or courses (opening ceremony, Keynote Lunch, President's Dinner, new dentist gathering) also allows you to be featured in pre-event communications as well as the events themselves. There are also opportunities for special signage. If you have any questions or concerns, feel free to contact Nancy Arenas at 505-294-1368 or by email at narenas@nmdental.org. We value your partnership and appreciate your contribution to our members and this event. See you at Fiesta NMDA 2023!</i></p>			
For Office Use			
ID		Booth 23-	
Date Received		Confirmation Sent	
Paid in Full		Other	



New Mexico
DENTAL ASSOCIATION

SAVE

THE

DATE



FIESTA NMDA

JUNE

6-8

2024