



Western RC&D Annual Conference
Hard Rock Hotel & Casino, Albuquerque NM
March 13-15, 2012

TWELVE STEPS RC&D PROGRAM RECOVERY

Exhibitor and Vendor Schedule and Operating Information

EXHIBITOR/VENDOR REGISTRATION

Company Name _____

Address: _____

City, State, Zip _____ Phone # _____

Contact Person _____

Booth Type: () Vendor Commercial products or services
 () Exhibitor Display of information or materials

Exhibit Set Up

The Hard Rock Hotel & Casino will provide 8 foot tables, including standard linen and table skirting, two chairs and one waste basket at no charge during the Western RC&D program. Power is available for displays. Power cords can be provided but exhibitors are encouraged to bring their own power extension cords.

Signs or banners may not be taped, stapled, nailed or tacked to any hotel doors, walls, registration desks, etc. Nothing is to be placed against or leaned against any wall in the ballrooms. All crates, exhibit panels and pallets must at all times be kept a minimum of five (5) feet away from the walls.

Arrangements for projection screens and other equipment are the responsibility of individual vendors and exhibitors. The Hard Rock Hotel/Casino can provide that equipment at an additional charge.

Exhibitors and Vendors can begin set up of their exhibits beginning at 3:00 p.m. on Monday, March 12, 2012.

The exhibit area should not be considered a "secure" area. Plan on removing valuable items when the exhibit is not staffed. If you want to leave items overnight, arrangements can be made to leave those with the Western RC&D Association live auction items that are stored overnight.

Rolling marquees are available throughout exhibit area. If they would like their logos displayed, participants need to provide their logo to NMARCD via a standard photo file within **two** week prior to the event so that it can be provided to Hard Rock Hotel & Casino for upload.

Meals/Passes for Exhibitors or Vendors

Costs for conference sessions, tours and meals are not included in the exhibitor or vendor fees. Those items may be purchased separately or by general registration at the registration desk or pre-registration.

Parcel Delivery at the Hard Rock Hotel & Casino

Incoming items may be shipped to the host hotel no sooner than one week prior to the Western RC&D Association conference. Incoming packages and boxes to the Hotel are to be addressed as follows:

Mr. John Doe (Hotel Guest, Meeting Planner, Reservation #)
Hard Rock Hotel Albuquerque
11000 Broadway SE
Albuquerque NM 87105
RCD0312

Registration Fees and Payments

Amount Enclosed Exhibitor-\$50 () Vendor-\$100 ()

Payment Information, Cancellation & Returned Check Policy

Check # Amount \$_____

☐ Visa ☐ MasterCard

Card #_____ Exp. Date_____/_____ 3 digit Pin # (on back of card)_____

Name on card_____

Signature_____

Make check payable to: NM Association of RC&D Councils, Inc.

Mail check & registration to: Jornada RC&D, 2101 S Broadway, Truth or Consequences NM 87901

Exhibitor/Vendor assumes responsibility and agrees to indemnify and defend the Event Sponsors and the Hard Rock Hotel & Casino and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises. The exhibitor/vendor understands that neither the Event Sponsors or the Hard Rock Hotel & Casino maintain insurance covering the Exhibitor/Vendor's property and it is the sole responsibility of the Exhibitor/vendor to obtain such insurance.

Print Name

Signature

Date