



"Because We Care"

2201 Buena Vista SE Ste424 Albuquerque, NM 87106

October 20, 2009

Dear Exhibitors,

The New Mexico Association for the Education of Young Children will hold its annual State Conference at the Albuquerque Convention Center on Saturday, March 6, 2010. We are expecting approximately 1000 attendees from all over New Mexico representing all aspects of early childhood education. Exhibits are an important part of our conference. We hope you can join us to meet the "shopping needs" of the childhood care and education community. We have planned attractions to encourage attendees to visit the commercial exhibit area several times during the day. As an organization, we have been fortunate that we haven't had to make changes to our Exhibitor Package for the past 5 years. However, this year we have due to economic, safety, and liability issues. We would appreciate your understanding and support.

- \* Exhibit hours are Saturday, 8:00 am to 3:30 pm.
- \* Vender set up is Saturday from 6:30am to 7:45am. Due to safety issues, we ask you not to unload between 7:45am to 8:30am. There will be no set-up on Friday.
- \* Placement is based on postmark date with consideration of products sold. If multiple representatives from the same company apply, only the first will be accepted.
- \* Exhibit package: For \$200 an exhibitor will receive a 10' x 10' space, which includes one 8' draped table and 2 chairs. You may bring other furnishings, but you must stay within the 10'x 10' space due to Fire and Safety rules. We cannot block the aisles.
- \* Due to insurance policies, no children (those under the age of 18) are permitted to attend this conference or work in the Exhibit Hall.

**Electricity:** If you require electrical hook ups, the Convention Center will handle this service for you. The contact person is Melody Garcia. Please contact the Albuquerque Convention Center at [www.mgarcia@albuquerquecc.com](mailto:www.mgarcia@albuquerquecc.com). Her phone number is 505-768-4575.

**Lunch:** This may be purchased for \$ 18.00 each. The hot meal will be delivered to your table.

**Promotional Opportunities:** We have 2 ways for you to become a Sponsor in order to receive a discount and be listed as a conference donor in the Conference Brochure.

**Scholarship Sponsor** To encourage participants to visit the exhibitor area we will have raffle drawings throughout the day. The money raised from the raffle funds scholarships to attend the conference. If you would be interested in contributing an item(s) for the drawing, we will pick up the donations the morning of the conference.

**Conference Sponsor** Monetary donations help with the overall cost of the conference. If you are interested in becoming a Conference Sponsor or a Scholarship Sponsor, please refer to the following:

- \*Item or monetary value \$100 = 10% discount per space
- \*Item or monetary value up to \$150 = 15% discount per space
- \*Item or monetary value up to \$200 = 20% discount per space
- \*Item or money value \$250-500 = 25% discount per space
- \*Item or money value \$500-750 = 1 Free Table
- \*Item or money value \$750-1000 = 2 Free Tables

If you are interested in presenting at the conference, please contact Pam Kerkmans at [pkerkmans@juno.com](mailto:pkerkmans@juno.com) immediately.

An Exhibitor's Reservation Form is enclosed. Upon receipt of your reservation form and your check payable to NMAEYC, a confirmation letter and additional information will be sent to you. If you have any questions, please call Shari at 505-269-5132 or email at [sharidoyon@comcast.net](mailto:sharidoyon@comcast.net)

Reservation Due: Feb, 15, 2010  
Conference Date: March 6, 2010  
Conference Location: Albuquerque Convention Center  
Exhibit Set Up Time: 6:30 – 7:45am  
Raffle Ends: 3:15pm  
Take Down Time: 3:30pm

We are looking forward to having you participate in our 2010 Conference!

Shari Doyon and Amanda Schuler  
Commercial Exhibit Chairs

**NMAEYC COMMERCIAL EXHIBITOR'S  
RESERVATION FORM  
SATURDAY, MARCH 6, 2010**

**PLEASE COMPLETE AND RETURN WITH YOUR FEE:**

**Name of Company** \_\_\_\_\_

**Representative's Name** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** (\_\_\_\_\_) \_\_\_\_\_

**Email:** \_\_\_\_\_

**Table(s)**

I need \_\_\_\_\_ 10'x10' space(s) @ \$200.00 each.  
(Includes 1- 8' draped table & 2 chairs).

**Raffle:** Please list item(s) and value. Adjust table payment accordingly.

**Item(s)** \_\_\_\_\_

**Value** \_\_\_\_\_

\*Item or monetary value \$100 = 10% discount per space

\*Item or monetary value up to \$150 = 15% discount per space

\*Item or monetary value up to \$200 = 20% discount per space

\*Item or money value \$250-500 = 25% discount per space

\*Item or money value \$500-750 = 1 Free Space

\*Item or money value \$750-1000 = 2 Free Spaces

**Electrical**

If you require an electrical hookup, please go to [www.mgarcia@albuquerquecc.com](mailto:www.mgarcia@albuquerquecc.com)  
or call Melody Garcia at 505-768-4575 to request this service.

**Lunch**

I would like to order \_\_\_\_\_ lunch(es) at a cost of \$18.00 each.

Chicken \_\_\_\_\_ Vegetarian \_\_\_\_\_ (Payment must accompany this form.)

**Total Amount Enclosed \$** \_\_\_\_\_ (Make Checks Payable to NMAEYC.)

**Return Form To: Shari Doyon c/o NMAEYC Commercial Exhibits**

**2201 Buena Vista Dr. SE, Ste 424, Albuquerque, NM 87106  
(505) 269-5132 [sharidoyon@comcast.net](mailto:sharidoyon@comcast.net)**