

**WCA of New Mexico 38th
Annual Conference
Hyatt Regency
300 Tijeras NW
Albuquerque, NM 87102**

WORKERS' COMPENSATION ASSOCIATION OF NEW MEXICO
2019 ANNUAL CONFERENCE • MAY 15 THROUGH 17, 2019

PROM 2019

A WALK THROUGH CENTRAL PARK

THIS IS THE BEGINNING OF *anything* YOU WANT

Exhibitor Contract

Dear Exhibitor:

Thank you for your participation in the upcoming 38th Annual Workers' Compensation Association of New Mexico Conference, to be held May 15-17, 2019 at the Hyatt Regency Downtown. This year's conference slogan is "PROM 2019 – This is the beginning of ANYTHING you want." In the spirit of "THE PROM" conference theme, vendors are encouraged to decorate their booths to fit the theme. The best booth decoration will receive a free booth registration for the 2020 conference!!

Exhibitor Set – up

Booth set up will be from 10:00 am – 5 pm on Wednesday May 15th. Your registration packet will be waiting for you at check – in. Your booth placement will be noted in the conference program which will be included in your packet. Since a map is being provided to all conference attendees, changes to exhibitor placement will not be possible. This is to ensure that all conference attendees will easily find your booth. Please note that booth set up will be based on the information that was provided to the Exhibitor Committee on your registration form. Booths that take up more than the allotted space will be subject to an extra fee, due at the time of set up.

Exhibitors CANNOT glue, tape, tack or nail or in any way affix items to any interior or exterior surface of the Hyatt Regency. Glitter, streamers/adhesive back (stick on) and decals are strictly prohibited and may not be distributed or used for any purpose. All decorations and items with the Exhibitors booths must be fire retardant and meet all requirements of the local Fire Codes. Helium balloons are allowed only as part of a display and must be securely fastened to the booth.

SHIPPING

Exhibitors are responsible for arranging shipping and receiving services. Shipments to the casino ***should be received no more than three days prior to the meeting.*** If you send your packages sooner and the Hyatt Regency has to store your items there is a **fee of \$10/box/day**. In order to assure arrival and timely processing of your packages please use the following format on your shipments.

Hyatt Regency
Attn: Name of guest/exhibitor name/company name
(WCA Conference– c/o George San Miguel-Director of Events)
330 Tijeras Avenue NW
Albuquerque, NM 87102
Box _____ of _____

The Hyatt Regency does not accept any liability for equipment, goods, displays, or other materials that arrive or fail to arrive at the Hyatt Regency. The exhibitor is responsible for insuring its property for loss or damage. All packages should be clearly marked with a return address.

Loading Dock

Loading docks are for loading and unloading ONLY. All vehicles left in the loading area will be towed at the owners' expense. Loading and unloading must be done through the designated loading docks assigned for the event. Loading and unloading through the center lobbies is strictly limited to hand carried items. No vehicle parking is permitted in the Hotel main entrance or porte-cochere. Material which may require use of two-wheeled (or more) apparatus must go through the designated loading dock area. Passenger elevators are designed for passenger use only and not intended to carry heavy weights and may not be used to carry freight of any kind. Hyatt regency cannot accept freight shipments or packaged for exhibitors, show management or its contractors at any time. A map of the loading dock area is enclosed.

Electrical

Electrical requirements must be received two weeks prior to scheduled event. Please see the exhibitor form for electrical service available and appropriate charges. Please note that exhibitors may not access electrical outlets without paying for the electrical service.

Banners

The Hyatt Regency reserves the right to approve all signage. All signs must be professionally printed. Signs are permitted in the exhibitor area only. All banners and signage must be hung by a General Service Contractor/Decorator retained by the event organizer and approved in advance. No signage is allowed at the Hyatt Regency entrance inside the Hotel Lobby, Guest elevators or Guest room corridor.

Internet Access

The Hyatt Regency offers complimentary WIFI in public spaces only. No password required. If you wish to purchase Wi-Fi for your booth, please contact George San Miguel at 505843.2664 or George.sanmiguel@hyatt.com

Exhibitor Catering

There are many ways to help you create extra traffic for your booth and promote your company. The Hyatt Regency Catering Department will be happy to assist you to design the special touch to help boost sales for your company.

No outside food or beverage is allowed other than Exhibitors samples meeting the requirements of these Rules and Regulations. Any exhibitor interested in distributing food or beverage must be the manufacturer of said product or be exhibiting in a food or beverage or related industry show. Exhibitors must ONLY distribute "bite size" samples of no more than two (2) ounces of food or non-alcoholic beverages free of charge. All samples need to be provided in a single service container. The Hyatt Regency Catering Department will be happy to assist. Please contact George San Miguel at 505-843.2664 or George.sanmiguel@hyatt.com

Door Prizes

Traditionally, each exhibitor provides a door prize to be awarded at Friday's lunch banquet. This is not required; however, it is a fun way to showcase your organization at the grand

finale of the conference. **Please note that separate drawings and/or auctions at your booth WILL NOT BE ALLOWED.**

Exhibitor Take – Down

Exhibitors may begin dismantling and removing their set – ups after lunch on Friday May 17th. Out of respect for the attendees and fellow exhibitors, all exhibitors must remain up until this time.

Contact Information

If you have any additional questions or concerns, please contact the ***Exhibitor Committee Chair Aurelia Barajas, abarajas@superiorpi.com or (817) 727-2537.*** Your support of the WCA of NM is greatly appreciated. And remember, all proceeds of the annual conference go towards the Toby Wright Memorial Scholarship Fund. So it's not just a great event, but a great cause as well! We are confident that your 2019 WCA Conference experience will be rewarding, educational and enjoyable!

By signing this document, I hereby agree to follow the aforementioned statements and directives in good faith. The Hyatt Regency and the WCA of NM is not responsible for lost or stolen items. **NO REFUNDS AFTER: 4/1/2019**

Exhibitor Signature

Date