

MEETING PARTNER INFORMATION SPONSOR | ADVERTISE | EXHIBIT



Friday, June 25, 2010
Embassy Suites Hotel & Spa
Albuquerque, NM

Meeting Management Office
Kesselman-Jones, Inc.
P.O. Box 30182
Albuquerque, NM 87190
Phone: (505) 266-3451
Fax: (505) 266-3461
E-mail: SEANM@KessJones.com
Web site: www.KessJones.com

About the Meeting

A Role for Your Organization in this Event

The Structural Engineers Association of New Mexico (SEANM) Annual Meeting is the perfect opportunity for your organization to meet members from across the state. You can get involved in a variety of ways!

Sponsor: Show your support for SEANM and your commitment to the industry. Your sponsorship will help reduce costs for meeting attendees and provide your organization with recognition. Sponsorship levels range from \$250 - \$1,000 and offer a variety of benefits.

Advertise: Increase your visibility by reserving ad space in the conference program or by placing a featurette on the conference Web site. Ad space ranges from \$75 - \$500.

Exhibit: An exhibit booth is the perfect opportunity for face-to-face communication with SEANM Members. Attendees look forward to networking and meeting new people who can provide resources. The standard exhibit booth costs \$250, or you can upgrade to a premium location booth for \$350.

The following pages include details about your opportunities and a Meeting Partner Form. If you are interested in becoming a Meeting Partner, simply fill out and submit the form.

Sponsor Levels

Keynote Sponsor

One (1) available - \$1,000

- Two (2) full conference registrations
- Exhibit booth
- Full page advertisement in conference program
- 500 word featurette on Web page, including logo and hyperlink
- Logo displayed on projector prior to keynote presentation

Award Dinner Sponsor

One (1) available - \$1,000

- Two (2) full conference registrations
- Full page advertisement in conference program
- 500 word featurette on Web page, including logo and hyperlink
- Logo on table tents and signage at Award Dinner

Badge Lanyard Sponsor

One (1) available - \$750

- One (1) full conference registration
- Exhibit booth
- Half page advertisement in conference program
- 250 word featurette on Web page, including logo and hyperlink
- Logo imprinted on attendee badge lanyard

Session Sponsor

Multiple available - \$500

- One (1) full conference registration
- Exhibit booth
- 250 word featurette on Web page, including logo and hyperlink
- Half page advertisement in conference program

Break Sponsor

Multiple available - \$250

- 100 word featurette on Web page, including logo and hyperlink
- Half page advertisement in conference program
- Logo on signage during break

Program Advertisement Space

Back cover Full page 8.5 x 11 inches **\$500**
One (1) available

Inside cover Full page 8.5 x 11 inches **\$500**
Two (2) available

Full page 8.5 x 11 inches **\$250**
Multiple available

Half page Horizontal 4 x 5 inches **\$100**
Multiple available

Camera ready art (to scale in jpg or gif format) must be provided to the Meeting Management Office no later than **Friday, June 4, 2010.**

Web Page Featurettes

All featurettes include full color logos and a hyperlink to your organization's Web site.

500 words: **\$300**

250 words: **\$200**

100 words: **\$75**

Featurettes will be placed on the conference Web site beginning on April 1, 2010 on a first-come first-serve basis. Your organization is responsible for providing the copy, logo and hyperlink. The Meeting Management Office reserves the right to edit copy.

Exhibitor Logistics

Date & Times: **Friday, June 25** **7:00 am – 4:00 pm**

Location: **Embassy Suites Hotel & Spa**
1000 Woodward Place NE
Albuquerque, NM

Cost: **6ft Tabletop Exhibit Booth** **\$250.00**
6ft Premium Location Tabletop Exhibit Booth **\$350.00**

Exhibits will be placed in an adjacent ballroom; premium exhibits will be placed in the main hallway. Space is limited. Electricity is not included, there is an additional \$30 fee for electricity.

Booths: Booth fee includes tabletop sign, a 6' table with black linen/skirting and two chairs.

Set Up: All exhibits must be in place no later than 7:00 am when registration opens. For safety reasons we cannot have booths being set up after this time. Packing crates and supplies must be placed under tables.

Break Down: We ask that you do not break down early so that attendees have ample time to visit your booth. Breakdown must be completed by 5:00 pm on Friday, June 25, 2010. Materials not removed by this time will be removed by the Sponsor and put in storage at Exhibitor's expense.

Meeting Attendance: Exhibit booth registration includes one free meeting registration fee. One additional booth worker may register at a discounted rate of \$150.

Participation: The conference has the right to reject an exhibitor application if it is deemed that the subject matter/content is not appropriate for the meeting.

Exhibit Guidelines

Official Contact Person: The person named on the Exhibitor Application Form is considered the official contact of the participating organization to receive all information regarding confirmation of events and activities. This person is responsible for assuring information is properly distributed to all participating representatives. Booth workers are the individuals in actual attendance at the Meeting. Participating representatives may be listed on the Application upon submittal or may be submitted at a later date.

Attendance at Conference: The ability to send two (2) booth workers is included in the exhibit fee however this does not include participation in meeting sessions. Additional representatives may be authorized if requested. Each representative will be issued a name badge. Meal service is not included as part of the exhibitor package.

Booth Assignments: Space assignments will be made according to the order in which applications were received and accepted. Payment must be received in order for the application to be considered accepted.

Cancellations: Cancellation of exhibit space must be in writing. Cancellations received before Friday, June 4, 2010 will be refunded with a 20% service charge on the net cost of the original space. A refund for cancellation cannot be made after Friday, June 4, 2010. In the event of the Meeting being cancelled due to fire, strikes, government regulations, Acts of God or other causes beyond the control of the sponsoring organization, Kesselman-Jones, Inc. shall not be held liable for failure to hold the Meeting, and Kesselman-Jones, Inc. shall determine the amount of exhibit fee to be refunded.

Shipping/Storage: All exhibitors are asked to make individual arrangements for shipping/handling. Please contact Embassy Suites Hotel & Spa at (505) 245-7100 and reference the Structural Engineers Association of New Mexico Annual Meeting for more information.

Security/Liability: No security will be provided. Do not leave valuables in your booth unattended. The exhibitor assumes complete responsibility for losses, damages and claims arising out of damage of the Exhibitor's displays, equipment and other property brought upon the premises of the host facility. He/she shall indemnify and hold harmless the host facility and its sponsors/organizers or any other authorized representative agent or employee of the foregoing of any and all losses, damages, and claims.

Restrictions: All decorative material must be flame proofed. Every effort will be made to maintain a business-like atmosphere. Extremely loud noises, such as bells, sirens, buzzers, etc., are not permitted. Use of audio-visual equipment must be played at a moderate volume.

Floor plan: The floor plan for this exhibit will be maintained as originally presented whenever possible. However, Kesselman-Jones, Inc. reserves the unqualified right to modify said plan to the extent necessary for the best interests of the exhibit, the exhibitors and the facility.

Damage: Exhibitors will not fasten any fixtures to the floors, walls, columns or ceilings of the exhibit area. Exhibitors will be liable for any damages caused by such fastening and for any damage to equipment furnished by Kesselman-Jones, Inc. or service suppliers designated by them.

Permits/Licenses: Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in exhibitors' booths or displays. No exhibitor will be permitted to play, broadcast or have performed any music or use any other copyrighted material, such as photographs or other artistic works, without first presenting to Kesselman-Jones, Inc. proof satisfactory that the exhibitor has, or does not need, a license to use such music or copyrighted material. Kesselman-Jones, Inc. reserves the right to remove from the exhibit area all or any part of any booth or display which incorporates music, photographs or other copyrighted material for which the exhibitor fails to produce proof that the exhibitor holds all required licenses. The exhibitor shall remain liable for and shall indemnify and hold Kesselman-Jones, Inc., their agents and employees, harmless from all loss, cost claims, causes of actions, suits, damages, liability, expenses and costs, including reasonable attorney's fees, arising from or out of any violations or infringements (or claimed violation or infringement) by exhibitor, exhibitor's agent or employees of any patent, copyright or trade secret rights or privileges.



SEANM Annual Meeting Meeting Partner Form

Complete Form and Submit to Tabatha Roybal

Fax: (505) 266-3461 (no cover sheet necessary)

E-mail: SEANM@KessJones.com

Mail: Kesselman-Jones, Inc.

P.O. Box 30182, Albuquerque, NM 87190

ORGANIZATION INFORMATION

Please list information as you would like it to appear in our print materials

Organization	
Address	
City, State, Zip	
Web site	
Description <i>two or three sentences</i>	

CONTACT INFORMATION

Please provide information for the contact person at your organization

Official Contact Person	
Title	
Phone	
E-mail	

SPONSOR REGISTRATION

- Keynote Sponsor \$1,000
- Award Dinner Sponsor \$1,000
- Badge Lanyard Sponsor \$750
- Session Sponsor \$500
- Break Sponsor \$250

AD SPACE REGISTRATION

- Program Back Cover \$500
- Program Inside Cover \$500
- Program Full Page \$250
- Program Half Page \$100

WEB PAGE FEATURETTE REGISTRATION

- 500 Words \$300
- 250 Words \$200
- 100 Words \$75

EXHIBIT BOOTH REGISTRATION

- Standard Exhibit Booth \$250
 Premium Location Exhibit Booth \$350

BOOTH WORKERS Please provide the names of the representatives who will be at your booth and select the appropriate Meeting Registration Amount

Name		Complimentary Meeting Registration (\$0) <input type="checkbox"/>
Title		Discounted Meeting Registration (\$150) <input type="checkbox"/>
E-mail		No Meeting Registration (\$0) <input type="checkbox"/>

Name		Complimentary Meeting Registration (\$0) <input type="checkbox"/>
Title		Discounted Meeting Registration (\$150) <input type="checkbox"/>
E-mail		No Meeting Registration (\$0) <input type="checkbox"/>

ELECTRICITY

- Yes, I will need electricity (\$30.00 additional fee).
 No, I will not need electricity.

PAYMENT INFORMATION

Sponsor Total \$ _____
 Ad Space Total \$ _____
 Featurette Total \$ _____
 Exhibitor Total \$ _____
 Additional Registration \$ _____

TOTAL AMOUNT DUE \$ _____

PAYMENT METHOD

- Check enclosed payable to Kesselman-Jones, Inc., Tax ID 85-0409965
 Credit card: Visa MasterCard American Express

Card Number:	Expiration Date:	Billing Zip Code:
Card Holder Name:	Card Holder Signature:	

I have read and agree to the parameters outlined in Meeting Partner Information Package:

 Contact Person's Signature

 Date

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