



2009 Youth Practitioners Summit Resource Pavilion Information Packet

Embassy Suites Hotel – Albuquerque, NM
December 3 – 4, 2009

The **New Mexico Forum for Youth in Community** is offering table-top display space at our **2009 Youth Practitioners Summit Resource Pavilion**. Estimated attendance for this conference is likely to be 350 attendees. **Join us to showcase your services, network, and show your support for positive youth development!**

Details

Summit Location:

Embassy Suites Albuquerque Hotel
1000 Woodward Place NE
Albuquerque, NM 87102
505.245.7100 Tel
505.353.5389 Fax
www.albuquerque.embassysuites.com

Resource Pavilion Hours:

Thursday, December 3 from 1:00 pm - 5:00 pm
Friday, December 4 from 7:30 am – 3:00 pm

Table Fee:

\$25 table fee includes 6' draped and skirted table and two chairs. Two booth workers may work your booth. Please note that meals and summit attendance is not included. You may register for the summit separately at www.nmforum.org.

Location:

Exhibit tables will be located in the pre-function area near the summit meeting rooms.

Participation:

Space is limited. We highly encourage you to send in your Response Form today. **Response deadline is November 25, 2009.**

Set-Up:

Thursday, December 3 from 9:00 am – 12:30 pm. All table literature and displays must be in place by 1:00 pm.

Breakdown:

Breakdown must be completed by 5:00 pm on Friday, December 4. We ask that you do not break down early so that attendees have ample time to visit your table.



Attendees will include:

- Youth Practitioners
- Government officials representatives
- High school and college students
- Counselors
- Social Workers
- Parents

The **New Mexico Forum for Youth in Community** envisions all New Mexico's youth having limitless opportunities within their communities, grounded in the strength of our state's diversity, and based on respect.

www.nmforum.org

Questions?

Contact Melissa G. Rael
@ 505-508-2999 or
Melissa@mgr-events.com



Directions

The Embassy Suites Albuquerque is conveniently located just off I-25 in Albuquerque's downtown corridor.

From the South:

Travel on I-25 North towards Santa Fe and take exit 225, Lomas. Turn left onto Lomas and travel 2 blocks. Turn right onto Woodward Place. The hotel will be on the right.

From the North:

Take I-25 south toward Albuquerque. Exit at Lomas, Exit 225. Turn right at the first light, Mountain. Then make your first left onto Woodward Place. The hotel will be on the left.

From I-40 West:

Take I-25 South to Martin Luther King Jr. Ave., Exit 224B. Turn left onto Martin Luther King Jr. Ave. Make a left on the access road to Lomas. Travel two blocks and turn right on Woodward place. The hotel will be on the right.

From I-40 East:

Take I-25 South to Martin Luther King Jr. Ave., Exit 224B. Turn left onto Martin Luther King Jr. Ave. Make a left onto the access road to Lomas. Travel two blocks and turn right on Woodward place. The hotel is on the right.

Resource Pavilion Guidelines

Official Contact Person

The individual named on the Response Form is considered the Official Contact Person from 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 Booth Workers. A booth worker is the person(s) representing your organization at your table.

Booth Workers

Two booth workers may work your table. We will provide name tags for each booth worker. **Please note summit registration and meals are NOT included in the \$25 Resource Pavilion fee.** You may register for the summit separately. We highly encourage you to have someone representing your organization at the table at all times. If you need name tags for additional booth workers, please let us know.

Restrictions

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

Security/Liability

Other than standard hotel security, no special security will be provided. Do not leave valuables near your table unattended. The exhibiting organization assumes complete responsibility for losses, damages and claims arising out of damage of the organization's displays, equipment and other property brought upon the premises of the hotel. He/she shall indemnify and hold harmless the Embassy Suites Hotel, the New Mexico Forum for Youth in Community and Melissa G. Rael & Associates and or any other authorized representative agent or employee of the foregoing of any and all losses, damages, and claims.

Floor Plan

Table placement will be available on a first come first served basis.

Response Deadline November 25, 2009

Please direct Resource Pavilion questions to the Melissa G. Rael & Associates
@ 505-508-2999 or Melissa@mgr-events.com

To register for the Summit visit www.nmforum.org.



**2009 Youth Practitioners Summit
Resource Pavilion Registration**

Please submit completed forms to:
 NM Forum for Youth in Community
 924 Park Ave. SW, Suite E
 Albuquerque, NM 87102
 communications@nmforumforyouth.org

Resource Pavilion Response Form (Please print or type)

Step One: Contact Information

Name:		
Title:	Organization:	
Address:		
City:	State:	ZIP Code:
Phone:	Fax:	Email:

Step Two: Organization Information

Please provide a two or three sentence description of your organization.

Organization Website (optional):	
Booth/Table ID Sign: (No more than 30 characters)	

Booth Workers: Two booth workers are included in this package. **(Registration & meals are not included)**

Name:	Title:
Name:	Title:

Step Four: Payment Information

Table Fee \$25 (per table):	\$
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Step Five: Payment Method

- Check enclosed payable to **NM Forum for Youth in Community**
- Purchase Order payable to **NM Forum for Youth in Community**

Agreement

I have read and agree to the parameters outlined in the Resource Pavilion guidelines.

Signature:	Date:
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