



2010 Youth Practitioners Summit Resource Pavilion Information Packet

Marriott Hotel Uptown – Albuquerque, NM
December 2 – 3, 2010

The **New Mexico Forum for Youth in Community** is offering table-top display space at our **2010 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:

Marriott Hotel Uptown
2101 Louisiana Blvd. NE
Albuquerque, NM 87110-5401
505.881.6800 Tel
www.marriott.com/abqnm

Resource Pavilion Hours:

Thursday, December 2 from 1:00 pm - 5:00 pm
Friday, December 4 from 7:30 am – 3:00 pm

Table Fee:

For profit Organization/Company: \$75
Nonprofit Organization (501 c 3): \$25

Table fee includes 6' draped and skirted table, table sign and two chairs for the full two day summit. 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 and payment is by November 12, 2010.** Resource Pavilion organizations will be listed in the official Summit Program distributed to all attendees.

Set-Up:

Thursday, December 2 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
YouthSummit@mgr-events.com



Directions

The Albuquerque Marriott Uptown is located in the Uptown and Business and Shopping are of Albuquerque.

From I-25 exit to I-40 East – Travel 5 miles East to exit on Louisiana Blvd. North. Hotel will be on the left side.

From I-40 Westbound – Exit on Louisiana Blvd. North.



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 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. We will not provide security overnight. 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.

Electrical Connections/AV Equipment

If you require electrical connections or AV equipment the hotel will assess a fee and the exhibiting organization will be responsible for paying all fees. Please contact Melissa G. Rael & Associates for information.

Response & Payment Deadline November 12, 2010.

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

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

