

2018 FAB O&M Show Exhibitor Registration Information

Thank you for supporting the only annual event in New Mexico targeting decision makers in facility management, engineering, building ownership, and property management. As the name implies, the Facility and Building Operations and Maintenance (FAB O&M) Show is the perfect place to meet new customers, and to entertain your valued associates.

The 2018 FAB O&M Show is jointly sponsored by the Facility Manager Association of New Mexico (FMANM), and the Associated Builders and Contractors, Inc. We are excited to partner with this organization with far-reaching roots into our facilities community.

Exhibitor Cost: Your cost for a 30" x 72" banquet table size display space is \$750.00 (\$850.00 for suppliers who are not members of FMANM or ABC) **plus** a \$50.00 gift certificate. You may purchase more than one display space; you may erect a pop-up display, and the exhibit hall is open from 8 am until 6 pm on the day of the event, Friday, October 26th, 2018. **Set up is limited to Thursday, October 25th, 2018.**

Registration and Payment: Register and pay ONLINE at www.fmanm.com and follow the prompts: "Register Here for the FAB O&M Show" (preferred). Or call Lori at 505-252-2707 with your credit card. YOU ARE NOT REGISTERED UNTIL YOUR PAYMENT IS RECEIVED.

Deadline: Suppliers MUST Sign up by Monday, October 1st, 2018 to be guaranteed a table space. The show is expected to sell out with only 50 spaces available! Register early; don't be left out.

Promotion: FMANM and ABC will heavily promote the event but to ensure a successful show, **YOU must invite YOUR customers** to join you in an enjoyable free afternoon of great information featuring motivated suppliers and great peer networking with other facility managers. Motivate your customers to attend. Email or print and distribute the attached FAB O&M Show flyer to everyone in your address book and everyone you call on.

Encourage your facility manager contacts to leave work and come to relax at the show. Everyone wants to come to enjoy the appetizers and beverages which will be available to your guests at no cost throughout the entire event and to win a \$50.00 gift card. A cash bar (which can process a credit card) is also set up, and beer/wine/well drink tickets are available for purchase to reward your customers at \$7.50 each.

Gift Card Requirement: You MUST bring a gift certificate valued at \$50.00 (or more, if you wish) to be given away ONLY to card-carrying facility personnel during the course of the show. Please DO NOT bring door prize "items" or rebates for your company's services but rather a gift certificate in an envelope with your business cards taped on it. Only card-carrying facility personnel will win your gift certificate. Upon being awarded your gift certificate, they are encouraged to thank you personally for your donation. FMANM staffers and helpers will collect business cards from facility decision-makers at the entrance to the venue.

Feedback: To enter the show, facility personnel MUST present a business card. All facility manager cards collected will be scanned and emailed to all supplier exhibitors. Additionally, a feedback sheet will be circulated at the end of the show to ask you how we can improve for 2019.

Theme: The event, scheduled for Friday afternoon October 26th, 2018 featuring extended hours from 10 am to 4 pm, will capture a Halloween theme. Get noticed! Dress in costume and hand out goodies. Trick-or-Treat out your space. Make it fun and memorable for everyone. Booth deemed "Best in Show" as determined by a non-partisan panel of judges will have their booth cost rebated!

Set-Up and Show Location: You MUST SET UP YOUR DISPLAY on Thursday, October 25th, 2018. Your display must be moved out by 6 pm on the day of the show, October 26th. Back by popular demand, the event this year is at The Sandia Resort and Casino, 30 Rainbow Road NE Albuquerque, NM, 87113, 505-796-7500. The rooms we will occupy are Ballrooms B-C which are located on the northeast side of the building. You will have access to the hall beginning at 3 pm on Thursday, October 25th, the day before the event of the event, until midnight.

Loading Dock: The loading dock for Ballrooms B&C is located on the northeast corner of the resort's property. You will enter the property from Tramway Boulevard at the first turn to the north at the sign which reads "Employee Parking/Deliveries". You will follow the winding road to the Employee Parking Lot and then turn left, stopping at the guard shack. Tell the attendant that you are setting up for the FAB O&M Show. Upon showing them your valid government issue photo ID, they will issue you a temporary badge for access to the property.

Proceed east behind the resort to the farthest northeast corner of the building where you will see large, double steel doors with FMA wayfinding signage. Here you will unload your display. Enter the hallway through these doors and proceed east in the hallway to the rear entry to Ball Rooms B-C.

You will NOT be allowed to leave your vehicle parked in the contractor lot behind the venue after unloading. After unloading your display, you **must** move your vehicle to the public parking areas provided all around the resort. Do not bring displays through the Resort or Casino Public Entrances.

Booth Space/Table Assignment: Please see attached floor plan if you wish to choose your own booth. Assignments will be made on first-come, first-served basis. The Hotel will not allow banners and signs to be hung on walls; plan to use an easily portable, professional- looking pop-up display or find another way to mount signage, as on a self-contained stand. Each space will have a 30" x 72" banquet table and two chairs set up in the space. A place card with your company's name on it will designate your space upon your arrival. If you are bringing a "pop-up" display, staff is available to help move the table and chairs out of your way. FMANM will strive to honor space assignment requests but cannot guarantee exact placement. Please plan to be flexible.

Out of Town Attendees: Folks coming to the show from out of town? Special rates are available at The Sandia Resort Hotel. Call the registration number at 505-796-7500 and mention you would like the Facility Manager Association of New Mexico's special rate by Tuesday, September 25th, 2018.

Booth Staffing: Please limit the number of staff manning your booth to two people. If you would like to have additional people from your company attend, the cost per person is \$75.00 each. Exhibitors will receive a lanyard at the registration table. This is your admission to the room.

Electricity: If you require power to your booth, 110v is \$50.00 per table. Please contact Carolee if you have other requirements.

Questions? Email carolee@fmann.com (preferred) or call 505-377-5309. Thank you for being part of the 2018 FAB O&M Show!