Dear Valued Vendor or Sponsor,

We invite you to reserve your booth for NMEHA’s Annual Vector Course. We will meet March 31-April 1, 2019 at the Isleta Resort and Casino. As a vendor or sponsor, you’ll have direct access to course attendees including mosquito and vector control field workers, researchers, and educators.

**Vendor Benefits**
- Two complimentary registrations to the course
- Registration includes access to all course sessions, all meal functions, and agenda
- Company listing in program
- Access to environmental professionals
- Post attendee mailing address listing
- Automatic NMEHA annual membership
- Opportunity to present new products to individuals during the field trip to City of Albuquerque Vector Laboratory

**Vendor Fees**: $500

**Sponsor Benefits**
Sponsorship is limited in order of submission of application. Sponsorship provides all the benefits of a vendor **PLUS**:

- Company logo placed on agenda and in NMEHA’s next quarterly newsletter
- Verbal and logo recognition during the plenary session
- Ten minute scheduled presentation to all course attendees
- Sponsors will be recognized as hosts for the course

**Sponsor Fees**: $1,000

**Payment**
It is expressly agreed upon that full payment for requested vendor or sponsor space must be made to NMEHA at the time of registration. Booths will not be assigned or held without registration and full payment. NMEHA reserves the right to refuse a vendor/sponsor booth space for reason of non-payment.
To register for the event and secure your spot as either a vendor or sponsor, please log on to www.nmeha.org. Remember, sponsorship is limited.

Cancellation
Cancellation of any vendor or sponsor will result in a 15% penalty.

Vendor/Sponsor Representatives
Vendors/sponsors will receive two complimentary registrations with the booth space. Vendor registration allows entry to all sessions, access to all meal functions, and agenda. Please indicate the names of your staff who will receive the complimentary registrations. Additional attendees can be purchased at the regular course rates. Badges must be worn at all times during course hours.

Course Location
The 2020 Vector Course will take place at the Isleta Resort and Casino, located at 11000 Broadway Blvd Se, Albuquerque, NM.

Vendor and Sponsor Rules

1. Interpretation of Rules
The following rules and regulations apply to vendors/sponsors and staff participating in the NMEHA Vector Course, March 31- April 1, 2020 and are considered binding upon registration as a vendor or sponsor. NMEHA shall have full power in the interpretation and enforcement of all rules and regulations. All matters and questions not covered by the rules and regulations shall be subject to the final judgment and decision of NMEHA. These rules and regulations can be amended at any time by NMEHA and the amendments shall be binding upon the vendor or sponsor equally with the rules and regulations listed herein, and shall become a part thereof, provided the vendor or sponsor is notified of the amendments. Notice may be verbal or in writing, before or during the NMEHA Vector Course, and will be provided to any authorized agent of the vendor or sponsor.

2. Purpose of Booth Space
The purpose of the NMEHA vendors and sponsors is to complement the educational sessions by enabling attendees to evaluate the latest products and/or services presented for use by environmental researchers, professionals, and educators. NMEHA maintains the right to deny booth space to any company and/or product it sees as not in line with NMEHA’s mission and the purpose of the course.

3. Assignment of Booth Space
NMEHA reserves the right to make any revisions necessary to the floor plan including, but not limited to, relocating booths, when such action is deemed to be in the best interest of the total exhibits.

4. Booth Access by Staff
Vendor and sponsor personnel will be permitted onto the exhibit space between the hours of 8am-5pm beginning Tuesday March 31 and concluding April 1 provided they are wearing their course badge.
5. Delivery and Shipment of Materials
Storage facilities for packing cases, crates, and boxes are not available at the hotel. Vendors and sponsors agree to ship and store their materials at their own risk and expense.

6. Failure to Appear
It is expressly agreed by the vendor or sponsor that in the event he or she fails to install his or her products in his or her space by the time specified, NMEHA shall have the right to take possession of said space and lease same or any part thereof to such parties and upon such terms and conditions as it may deem appropriate. If the vendor or sponsor is not present but their materials are on property, NMEHA may also choose to order that the exhibit be erected at the expense of the vendor or sponsor.

7. Americans with Disabilities Act
Vendors or sponsors shall be responsible for making booths accessible to persons with disabilities as required by the Americans with Disabilities Act, and shall hold NMEHA harmless from any consequences of company’s failure in this regard. NMEHA will use its best efforts to provide reasonable accommodations for attendees with disabilities with prior notice. Please contact NMEHA at newmexicoenvhealthasssociation@gmail.com if you have any special needs.

8. Booth Conduct and Restrictions
NMEHA has the right to restrict or remove booths that are objectionable because of noise, glaring or flashing lights, method of operation, or any other reason, and also to prohibit or evict any booth which, in the opinion of NMEHA, may detract from the general character of the meeting. This reservation includes persons, things, conduct, printed matter, or anything NMEHA judges to be objectionable or exceeding the bounds of good taste. In the event of such restrictions or evictions, NMEHA is not liable for any refund of any amount paid hereunder. In-booth demonstrations must be arranged such that gathering crowds do not block any aisles or neighboring booths. NMEHA does not endorse in any manner any of the products or services related to the vendors or sponsors that have been accepted for display during the meeting.

9. Liability
Each vendor or sponsor agrees to protect, save, and keep NMEHA forever harmless from any damage or charges imposed for violation of any law or ordinance by the vendor or sponsor; and the vendor or sponsor shall at all times, protect, indemnify, save, and keep harmless NMEHA against and from any and all loss, cost, or expense that arises out of or from, or by any reason of any act or omission of the vendor or sponsor, its employees or agents. NMEHA and their agents or employees shall not be responsible for any loss, theft, or damage to the property of the vendor or sponsor, his or her employee or representatives. Further, NMEHA will not be liable for damage or injury to persons or property during the term of this agreement from any cause whatsoever by reason of the use or occupancy of booth space by the vendor or sponsor or his or her assignees, and the vendor or sponsor shall indemnify and hold harmless NMEHA of all liability which might ensue from any cause whatsoever.
10. Security/Badge Checkers
NMEHA does not guarantee vendors or sponsors against loss by theft or otherwise. Please remain in your booth during open hours and remove or lock up all valuable items in your booth during off hours to prevent loss/theft.

11. Violations
Violation of any of these regulations on the part of the vendor or sponsor, his employees, or agent, shall annul the right of the vendor or sponsor to occupy space and such booth will forfeit to NMEHA all monies that may have been paid. Upon evidence of violation, management may re-enter and take possession of the space occupied by the vendor or sponsor, and may remove all persons and goods at the expense of the vendor or sponsor. The vendor or sponsor shall pay all expenses and damages that NMEHA may incur thereby. In the event of a violation, NMEHA reserves the right to refuse vendor or sponsor privileges to the company the following year.