



NAMBE 2025 Exhibitor Information

Dear NAMBE 2025 Exhibitors,

Thank you for registering to exhibit at NAMBE 2025 scheduled to take place Monday-Wednesday, August 25-27, 2025, preceded by the NAMBE Workshop taking place Saturday-Sunday, August 23-24, 2025 at the Hyatt Regency Tamaya Resort in Albuquerque, New Mexico. Please be advised that the exhibit hall area is fully carpeted. Also, all exhibit spaces, whether a tabletop or 10ft x 10ft booth space, will include standard electrical as noted. I have been advised that the room lighting is bright and no additional lighting should be needed. If there is something you need beyond the items listed below in your exhibit space description please contact the following individuals for assistance:

- **Jody Browning**, jody.browning@encoreglobal.com
Encore Global (Assisting with the exhibits)
- **James Lao**, james.lao@hyatt.com
Hyatt Regency Tamaya Resort and Spa (NAMBE 2025 Onsite Event Contact)

IMPORTANT: *All exhibitors must stay until the end of the show, no early departures, so please plan your travel accordingly.*

Tentative Exhibit Hours (subject to change):

Monday: 7:00 a.m.-7:00 p.m.

Tuesday: 7:00 a.m.-3:30 p.m.

Wednesday: 7:00 a.m.-10:30 a.m.

Tentative Exhibit Move In Hours (subject to change):

Sunday: 3:00 p.m.-5:00 p.m.

Monday: 7:00 a.m.-9:00 a.m.

Tentative Exhibit Move Out Hours (subject to change):

Wednesday: 10:30 a.m.-12:00 p.m.

Exhibit Tabletop Space Includes: Standard power, (1) 8 ft draped table, (2) chairs, (1) wastebasket, (1) exhibitor ID sign, (1) Complimentary Exhibit Staff Badge (includes Conference Access), Profile on the Mobile App/Online Scheduler page, and the post conference attendee list.

Exhibit Booth Space (10ft x 10ft) Includes: Standard power, (1) 6 ft Draped Backwall with (2) 3ft draped side rails, (1) 6ft draped table, (2) chairs, (1) wastebasket, (1) exhibitor ID sign, (1) Complimentary Exhibit Staff Badge (includes Conference Access), Profile on the Mobile App/Online Scheduler page, and the post conference attendee list.

NOTE: *All items must fit within your allotted space and not extend beyond the dividers or into another vendor's exhibit space in any way. Some vendors have a double space, please do not extend beyond your side rails or into the aisles.*

If you have other conference or registration related questions please contact:

Heather Korff, AVS Events and Marketing Communications Administrator

Phone: 530-896-0477, **E-mail:** heather@avs.org

Sending Packages to Hyatt Regency Tamaya

Shipments to Hyatt Regency Tamaya are received and stored in a secure location. As storage is limited, shipments should be scheduled to arrive **no more than three days prior** to the start of your event. Our storage area is not designed to accommodate perishable items.

For security reasons, all unidentified shipments or questionable packages will be refused.

Receiving Hours:

Monday – Friday 6:00 am – 3:00 pm

Address Shipments to the following:

Hyatt Regency Tamaya
Hold for: **On-site Contact / Company / Conference Abbreviation (if applicable)**
1300 Tuyuna Trail
Santa Ana Pueblo, NM 87004

Include on-site contact phone number if option is available through shipping company.

(Do not address to the attention to your Hyatt Event Planning Manager.)

If a retailer is shipping materials on your behalf, provide them with the above shipping details.

For large shipments label boxes with **Box ____ of ____**.

When shipping with freight companies, attach the above information to the shipment as freight shipping companies are not always as detailed.

Tracking:

Ensure on-site contact has all tracking numbers (FedEx/UPS/Freight) when inquiring about package status. We recommend completing the GET STATUS UPDATE section of your shipping company's website to be updated of package deliveries to the hotel, and checking their website periodically to review updated scheduled delivery.

Fees:

Handling Fees are assessed for each packaged received.

\$6 per individual piece (boxes and envelopes) *plus tax*

\$200 per pallet *plus tax*

Credit card authorization required if guest is not staying at Hyatt Regency Tamaya. Please email, Ana Ontiveros at ana.ontiveros@hyatt.com.

Fees may be billed at time of delivery to Guest Room if reservations are made at Hyatt Regency Tamaya.

Package Delivery:

Packages are processed and available for delivery two hours after receipt. Packages may be delivered to guest room or banquet space.

Next Day Air and Overnight deliveries are processed during "Receiving Hours" (as listed above).

Retention:

Packages will remain in storage for 15 days. Two attempts will be made to contact the listed on-site contact to determine additional handling of the package. After 30 days, all unclaimed packages will be disposed of.