

Vendor Registration Form

for the

2017 NSS Convention

in

Rio Rancho, New Mexico

June 19 - 23, 2017

IMPORTANT: This registration form can be downloaded and filled in now. However, do NOT send it in until March 20th, 2017, 12:00 noon, Eastern Time at the earliest. The layout of the University of New Mexico West (UNMW) building has a limited number of rooms available for our use. In order to be as diplomatic as possible, this form is offering you choices of room location on a first come, first served basis. Please list your preference for room space with 2nd, 3rd, 4th, etc, location backup choices. You may submit your Registration form by e-mail any time from 12:00 noon ET, March 20th, 2017 onward. Room choices will be based on whose e-mail arrives first. E-mails arriving earlier than that time will not be accepted. Room availability will be adjusted in a timely fashion as rooms become spoken for.

E-mail your filled-out Vendor Registration Form to
vendors2017@caves.org

General Information: To be a vendor at the NSS Convention, one must be registered for Convention itself. This also applies to all people who come to work with you, including spouses and significant others, whether they participate in other Convention events or not. No exceptions. Please wear your Registration badge at all times during Convention.

Vendors will be located in individual rooms within the UNMW building. Although this is not in the mainstream of activities in the overall Convention facilities, it does offer lockable rooms and does not cost vendors the 5% gross sales fee that the Star Center was going to be charging. Other activities will be taking place in UNMW, so there will be plenty of traffic for vendors to sell to.

Vendors may begin setting up in their rooms on Friday morning, June 16th at 9:00 AM. Each room will have been cleared of desks and chairs before your arrival. We will make every effort to have carts available for moving your gear

inside, but we suggest you bring your own cart if you have one as they will be somewhat limited. It would be best for you to unload and move in everything before you begin the actual setup. Parking space may be limited to some degree, so the sooner you can clear your unloading parking space, the better it will be for others to move in as well. There is a 5' x 6' elevator with a 40" wide door and 3500 lb lifting capacity. If you need volunteer assistance in moving in your gear, please contact Meg Sorensen at pegmatitel@gmail.com to schedule help.

Vending can begin on Saturday morning, June 17th at 9:00 AM. Vendors may be open on Sunday at 9:00 AM as well. During the week of the official Convention activities, vendors may access their rooms at 7:30 AM and open officially at 8 AM each day. The vending rooms will be closed at 5 PM each day and locked. All vending will end at 12 Noon on Friday, June 23. This is a necessity as all the rooms must have their desks and chairs returned and set up as they came by 6 PM that day.

Chairs and tables are available for those who need them. Please list the quantity of each that you will need for your display. As is always the case at NSS Conventions, be creative in your displays, but be mindful of the room you are using and treat it gently. Unless the wall surfaces are designed for putting tacks into them to hold up wall displays, please use dorm room putty (easily removed) for posting all other things. Just like caves, leave no trace!

Internet connections will be available for processing credit card sales. If a password is needed, it will be provided to you on arrival.

As vendors, you will need to apply to the State of New Mexico Taxation Dept for a license to sell and collect sales tax. Go to the following website to download the form, fill it out and submit to the Taxation Dept: tap.state.nm.us. According to the taxation department, "The vendors will need to apply for a CRS ID. If any of the vendors or yourself need further assistance please call the Department at: 505-476-3683." Allow plenty of time in advance to receive your license in time for Convention sales.

Please print and fill out the Vendor Registration Form completely as it pertains to your business. Be sure to include how many tables and chairs you may need as they will be delivered to your room before setup time begins. If you have any other needs or questions, please let me, the Vendor Liaison, know about them: vendors2017@caves.org. I will do all I can to accommodate reasonable requests, but some things will be out of my capabilities to take care of, especially if I am not notified in advance. If you absolutely, positively, swear on your mother's grave that you HAVE to talk to me directly by phone, you can do so at 207-236-6112. Please leave a message if the answering machine reaches you and I will return the call as soon as possible. E-mails with your questions are FAR BETTER as I may not be able to answer your query until I do some research on it.

IMPORTANT: The filled-out Vendor Registration Form should be scanned and e-mailed to me at vendors2017@caves.org no earlier than 12:00 Noon, Eastern Time, March 20th, 2017. You need not send in your payment at that time as this is more about securing your room location in the UNMW building. You will be notified that I have received your Registration Form and which room you will be located in and the cost of the space. Payments for vending space should be made by check and made out to “2017 NSS Convention” and mailed to me with a printed copy of your filled-out registration form enclosed. Send to: Peter Jones, Vendor Liaison 2017 NSS Convention, 80 Mountain Street, Camden, ME 04843.

Convention Staff requests that you file your Vendor Registration Form by no later than May 15th. Most spaces will be taken long before then. Any registration later than May 15th will be considered on a case by case basis. To apply after the closing date, please contact me at vendors2017@caves.org for consideration.

The last issue is that you may put an ad in the Program Guide book for free as a for-profit vendor, if you wish, although a “donation” to the 2017 NSS Convention based on the size of your ad would be appreciated by the powers that be. Suggested donation amounts are printed on the next to last page as well as information about the size of the image you may want to print on the very last page. The final page shows a layout of how large your ad will be on a page, based on the size you request. This is not mandatory. Make your own choice accordingly.

Vendor Registration Form

(for-profit vendors)

Name: _____

Business Name: _____

Address: _____

Phone numbers: _____ cell: _____

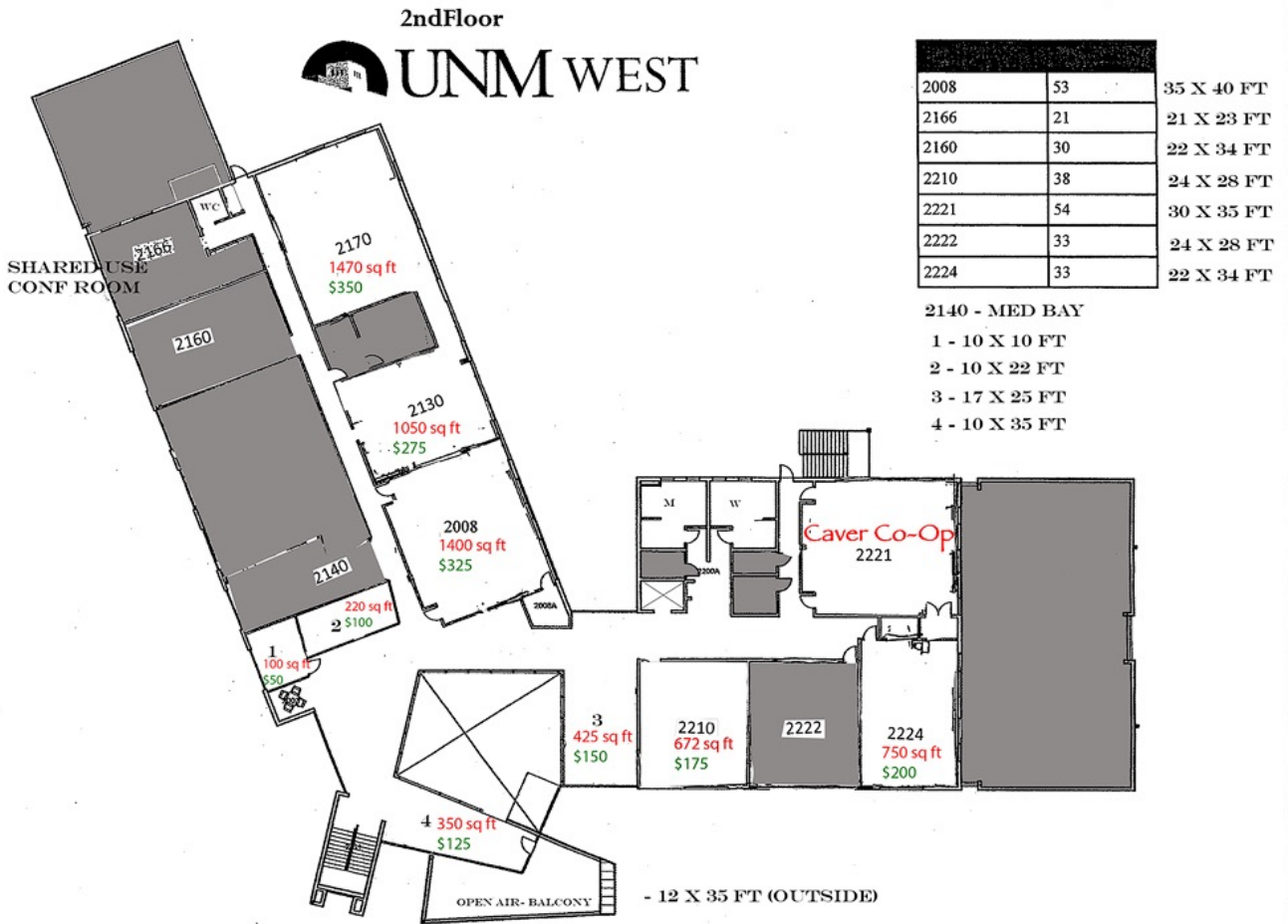
e-mail address: _____

website/Facebook: _____

How many tables do you need: _____ How many chairs: _____

Any other requests or needs?: _____

Fill in your first choice of room and 2nd, 3rd, 4th and 5th choices as well. If your first choice is not available, I will find the next space on that list that is still available for you. Spaces will be filled based on when your e-mail is returned to me at vendors2017@caves.org . Please also respect that a small vendor will not be given a large space that would better fit a large vendor who needs the space. You may split a room with another vendor, but only one person will be responsible for that room. Please make arrangements in advance if you wish to split a room with someone.



All vendors will be located on the second floor of UNM West building. The grayed out spaces are not available for vendors. Caver Co-Op will be located in room 2221. Spaces 3 & 4 are open spaces with no doors, suitable for two small vendors each. Pipe and drape can be supplied if desired for those spaces. Room 2170 is large enough for two sizable vendors. Please make arrangements to split any room/spaces with someone else, if you so choose.

List your choices for 1st - 5th locations below:

Spaces: **1** (100 sq ft, \$50)_____ **2** (220 sq ft, \$100)_____ **3** (425 sq ft, \$150)_____

4 (350 sq ft \$125)_____

Rooms: **2210** (672 sq ft, \$175)_____ **2224** (750 sq ft, \$200)_____ **2008** (1400 sq ft, \$325)_____

2130 (1050 sq ft, \$275)_____ **2170** (1470 sq ft, \$350)_____

Non-Profit Vendor Registration Form

Non-profit (NP) organizations and government agencies may exhibit as information vendors in the Star Center building. You may hand out brochures and general information as long as no sales are made. Donations towards registered 501(c)(3) organizations can be accepted provided that no merchandise is provided in return for that donation income as a gift for payment.

Each NP/government organization will be given a space along the wall of the Star Center, based on when their NP Vendor Registration Form is received. There are no rooms or spaces to choose from, just a space that will be provided for you. Each space will measure roughly 15' wide and 10' deep with up to two tables and a couple of chairs. You may put up your own displays as long as they fit into the location space offered. There will be lighting in that hallway, but you may consider bringing some additional lighting to highlight your displays. There will be no way to secure your space at night, so consider whether you want to take down your merchandise in the evenings. Your space will be labeled for set up when you arrive. You may set up on Friday at 9 AM or later.

Contact Person: _____

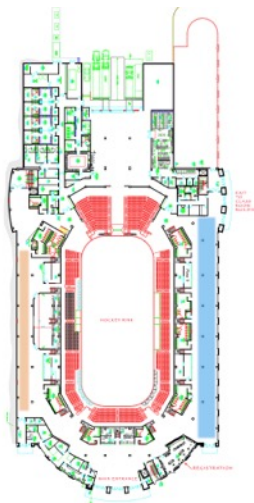
Non-Profit or Governmental Organization: _____

Address: _____

Phone: _____ cell: _____

e-mail address for contact: _____

Any special requirements or needs: _____



The diagram at left shows the Star Center building outline. The vending space is the brown highlighted area on the lower left-hand side. Vendors will start at the bottom of that area and fill in towards the top of the diagram area.

2017 NM NSS Convention Program Advertising Specifications

MECHANICAL REQUIREMENTS

Trim	8.5" x 11"
Gutter grind off	1/8"
Printing process	Web offset
Binding method	Perfect bound
Columns per page	2
Colors available	Black/white

UNIT	LIVE DIMENSION
Full Page	7.5" x 10"
2/3 Page	7.5" x 6"
½ Page (Horizontal)	7.5" x 4.75"
½ Page (Vertical)	3.5" x 10"
1/3 Page (Horizontal)	7.5" x 3.5"
1/4 Page	4.75" x 3.5"
1/8 Page	3.5" x 2.5"

* Gutter safety = .25" each side

For custom-sized ad specs or technical questions,
please contact: **Linda Starr**, lstarr509@gmail.com

SHIPPING INSTRUCTIONS

All display ad materials must be submitted by
press-ready pdf or jpeg via email

**If you choose to submit a proof for press,
please send it to:**
2017 NM NSS Convention
[Linda Starr, lstarr509@gmail.com](mailto:lstarr509@gmail.com)

File Format: PDF (Adobe Acrobat)
Final files are required for each ad submitted. Final
files will be reproduced at 100% size.



PAYMENT DUE with Purchase Order
MAKE PAYMENT TO: 2017 NM NSS Convention,
UPS Store, 7820 Enchanted Hills, Suite A, Box 356
Rio Rancho, NM 87144
FINAL PROOF DEADLINE: May 1, 2017

**Advertisers submitting files without proofs
forfeit the right to complain for content or
quality issues. The 2017 NM NSS Convention
reserves the right to resize, re-crop or otherwise
alter ads that are supplied incorrectly.**

**Please direct contracts, insertion orders and
requests for materials extensions to:**

Linda Starr
2017 NM NSS Convention
509 Aliso Dr. NE
Albuquerque, NM 87108
Phone: (505) 261-7648
lstarr509@gmail.com

PRICE SCHEDULE

BLACK AND WHITE

Full page	\$60.00
2/3 page	45.00
1/2 page	35.00
1/3 page	25.00
1/4 page	20.00
1/8 page	15.00
Back cover	80.00

2017 NM NSS Convention Program Advertising Layout

Full Page
7.5" x 10"

Half Page (Vertical)
3.5" x 10"

1/8 page 3.5" x 2.5"

1/3 Page 7.5" x 3.25"

2/3 Page 7.5" x 6.25"

Half Page (Horizontal)
7.5" x 4.75"

1/4 Page
4.75" x 3.5"