



**Website Link Info:**

Area XI maintains a website at [www.areas11.org](http://www.areas11.org). We would be happy to include a direct link to your webpage on the Festival Vendors page. This would be a great way to introduce vendors and vendor products to Area XI. If you would like to take advantage of this “free” opportunity, please email your link and a logo .jpg file to Web Steward, Marcy Hontz - [mrhontz@cox.net](mailto:mrhontz@cox.net). Don’t forget to include your festival registration number.

**General Info:**

Set up time for vendors will be Friday, June 13, 2008 from 8:00am 11:00am.

Unloading information will be posted at [www.areas11.org](http://www.areas11.org) in mid-May, 2008.

Vendors/Exhibitors will set up in the Festival/Conference Ballroom Lobby area on the first floor of the hotel facility. This area will host Festival Registration activities and is just outside the massed ringing ballroom area. It’s the “hub” of the Festival/Conference – LOTS of visibility for the exhibits! **Vendor exhibit hours will be:**

Friday	11:00am – 7:00pm
Saturday	7:00am – 5:00pm
Sunday	7:00am – noon

Special “SHOP THE VENDORS” times are included in the Festival/Conference schedule.

AKAL Security, Inc has been contracted to provide overnight security on Friday from 7pm ‘til 7am and on Saturday from 5pm – 7am Sunday morning.

**Lodging Information**

AGEHR-Area XI encourages vendors to join in the fun and use the Embassy Suites Albuquerque for your lodging needs. A link to online reservation information is available at [www.areas11.org](http://www.areas11.org) The web link leads you to the hotel’s reservation page. The hotel group rate is \$119 + taxes for rooms booked for “Rising to New Heights!” Remember, these reservations INCLUDE the Embassy Suites’ full cooked-to-order breakfast buffet.

A limited number of accommodations are available if you would like to arrive before Friday or remain in the Albuquerque area after the Sunday afternoon Closing Concert. Just insert the dates you want to reserve when you make your electronic reservation.

**Other services to be booked directly with the Hotel:**

Area XI has made the following forms available at [www.areas11.org](http://www.areas11.org) Click the Hot Air Balloon icon on the homepage and follow the “vendors” links.

**Electrical Requirements:**

Electrical requirements are reserved directly with the hotel. The hotel’s *Electrical Request Form* is available at [www.areas11.org](http://www.areas11.org).

**Phone Line Requirements:**

Phone line requirements are reserved directly with the hotel. The hotel’s *Phone Line Request Form* is available at [www.areas11.org](http://www.areas11.org)

**Shipping Info:**

The Hotel will permit exhibitors to ship materials up to three days before the Festival. The *Freight Delivery Form* is available at [www.areas11.org](http://www.areas11.org)