



October 21nd – October 23th, 2019

Embassy Suites, Albuquerque, NM

Thank you for registering for our 35th Annual Facility Managers Workshop. As you know this workshop is designed to assist facility managers, maintenance and custodial staff members in doing their jobs more effectively. Sponsors and exhibitors will have the opportunity to market their goods to 100+ representative from around the state. This is THE time to get in front of this important audience! Below you will find general information regarding the conference. We have several fun activities scheduled this year!

Any questions or comments please contact Lisa at 505-344-5470 Ext: 116 or lromo@ces.org.

Conference Dates:	October 21 nd – October 23 th , 2019
Hotel/Exhibits Location:	Embassy Suites 1000 Woodward Pl NE, Albuquerque Phone: 505-245-7100
Exhibit Hours:	Monday, October 21, 2018, 1:00 pm – 5:00 pm, Evening Social – 5:00 pm – 6:30 pm Tuesday, October 22, 2018, 7:00 am – 3:30 pm, 30 minute breaks throughout the day. **Times include one dedicated breakfast, one luncheon, three breaks and one evening social**
Set Up:	Check in begins at 8:00 am on Monday, October 21 nd at the Registration Desk and all exhibits can begin to set up at that time. (8am to Noon) Exhibits must be in place no later than 12:00 pm. Doors will open at 1:00pm. Electricity will be available at all booths. Packing crates and supplies must be placed under tables. No pinning or taping on any of the walls.
Break Down:	Breakdown will begin on Tuesday, October 22 nd at 3:30pm and must be completed by 5:00 pm. Remaining materials will be removed and destroyed by the hotel.
Cost:	Booth Fee \$600 (includes two complimentary booth participants) There is a reduced cost of \$75 for additional booth help. Booth fee includes a 6' table with linen/skirting and two chairs.
Social Events:	Monday Evening Social – LAS VEGAS CASINO NIGHT – with random drawings. Any donated prizes/giveaways will be used for this.
Giveaways:	There will be several giveaways this year during the Monday Evening Social Event and at the Tuesday Luncheon. All giveaways can be dropped off at the Registration Desk. Examples include: coolers, camping chairs, tools, tool boxes, gift cards, electronic gadgets, etc. <i>Please be sure to label your giveaways with a business card.</i>

[CLICK HERE TO REGISTER!](#)