



Exhibitor/Company Name: _____

Contact Person: _____

Telephone Number: _____ Email: _____

Yes _____ No _____ Will you be shipping your items directly to the Resort & Casino?

Yes _____ No _____ Does your exhibit table require a hardwire connection? Fee is \$50.00 +tax per day

Yes _____ No _____ Does your exhibit table require electricity? Please choose:

1 Day Pricing \$98

2 Day Pricing \$90/Per Day

3 Day Pricing \$85/ Per Day

Form must be submitted by Friday, July 18, 2025 in order to process any request. Please email to spena@sandiaresort.com

If you will be shipping items directly to the Hotel, please fill out the section below- Fees will be charged day of delivery

Name and Telephone Number of Person Shipping Items: _____

Name and Telephone Number of Person Receiving Shipment: _____

Number of Boxes/Items Shipped: _____

Date Shipped: _____ Shipping Company: _____

Tracking Numbers: _____

Special Handling Requirements: _____

Shipping Information (Boxes must be labeled as follows):

Sandia Resort & Casino
Attn: Convention Services Manager
Sandra Pena Lopez
30 Rainbow Road NE
Albuquerque, NM 87113
2025 State Bar Conference (July 31-Aug 2)
Exhibitor/Company Name

FEES: The hotel charges a fee for boxes both incoming and outgoing. The fee varies based on box sizes. Fees are between \$10.00 - \$100.00. The bell desk will handle the boxes for both incoming and outgoing. For details regarding fees please call Sandra Pena-Lopez at 505-798-3911.

Security is not provided in the exhibit hall and Sandia is not responsible for any lost items. Please be sure to take any valuable items with you when leaving your exhibit table.

EXHIBITORS MAY NOT BLOCK ANY PICTURES ON HOTEL WALLS, EXITS, OR FIRE EXTINGUISHERS.

Exhibitor Arrival & Setup is Thursday, July 31, 2025 between 8am - 12pm

All exhibitors must use the roll up doors for both loading and unloading – See map below for directions



**Vendor
Directions/Check-in
Process**

- I-25 to Tramway
- Exit west on Tramway.
- Turn Right on Thur Shan Drive.
- Stop at **Guard Shack #1** to check-in with security.
- Turn Right on Jaral Canyon Road.
- Please proceed to the **Roll-Up doors**.

All vendors must stop at **Guard Shack #1** and at the **Roll-up doors** as noted above. Vendors will be issued a stick-on visitors badge. A Photo ID will be required.

SANDIA

Resort & Casino

Close to Home... Far from Ordinary

Sandia Resort and Casino
30 Rainbow Road
Albuquerque, NM 87113
Phone: (505)796-7500
Email: Reservations@sandiacasino.com

CREDIT CARD AUTHORIZATION FORM

This is an authorization for Sandia Resort and Casino to apply guest charges to the credit card listed below. Sandia Resort and Casino accepts the following credit cards: Visa, Mastercard, Discover and American Express.

This authorization form must be completed and sent prior to the guest's arrival or event date. *Please email the completed form to the email address above.* If you have any questions or concerns, please call the resort directly at the number above.

I, _____ representing _____
Print Name Print Company/Group

authorize Sandia Resort and Casino to charge the following charges incurred for Mr./Mrs./Ms./
_____ to the credit card below.
Name of Guest(s) or Event

Please check which charges are to be applied to this credit card:

☐

All Charges

☐

Room and Tax Charges only

☐

Banquet/Meeting Charges

☐

Other (i.e. host bar): _____

Guest Arrival Date: ____/____/____ Guest Departure Date: ____/____/____

or

Event Date: ____/____/____

Card Type: _____ Cardholder Name: _____

Card Number: _____ - _____ - _____ - _____ Daytime phone: _____

Expiration Date: ____/____ CVV: _____

Card billing address:

Cardholder Signature: _____

Guest's Confirmation Number: _____
