

LMC's

SAND2012-7310P

Electronic Systems Supplier Information Session

Sept 19-20, 2012



Registration Packet

Supplier Information Session

You and one guest are cordially invited to attend Electronic Systems' Supplier Information Session hosted by Sandia National Laboratories on September 19th and 20th, 2012. Senior leaders from Lockheed Martin and Sandia National Laboratories' Supply Chain Center will be attending the session.

The Supplier Information Session will be held at Sheraton Albuquerque Airport Hotel located at 2910 Yale Boulevard, S.E. in Albuquerque, NM. The two day session opens on Wednesday, September 19th starting at 7:00 a.m. and adjourns at 4:30 p.m. The second day of the session, Thursday, September 20th begins at 8:00 a.m. with the session ending at 11:30 a.m.

The event will include an overview on sourcing and business development and panel discussions on, "Quality & Counterfeit" and "Affordability and Sustainability". This is a networking event that will provide you an opportunity to network with all business units and areas of Lockheed Martin and the Sandia National Laboratories' Procurement departments.

A continental breakfast and afternoon snack will be provided on September 19th. On the second day of the session a continental breakfast will be provided on September 20th. Lunch is on your own both days of the session.

Please follow click on the link to register for the event.
We look forward to seeing you in September.

Sincerely,

Don Devoti
Manager – Small Business Utilization
Sandia National Laboratories

Elaine Mayfield
Manager – Regulatory Compliance
and Sr. Manager, Supplier Diversity
Lockheed Martin – Electronic Systems

LMC's Electronic Systems Supplier Information Session Agenda

Wednesday, September 19th, 2012

7:00 a.m. – 8:00 a.m. Registration & Continental Breakfast

8:00 a.m. – 8:15 a.m. Welcomes & Greetings

8:15 a.m. – 9:00 a.m. SNL Overview
All Business Divisions & Procurement Groups

9:00 a.m. – 9:45 a.m. LMC Overview
All Business Divisions & Procurement Groups

9:45 a.m. – 10:00 a.m. BREAK

10:00 a.m. – 10:45 a.m. Quality & Counterfeit Panel Discussions

10:45 a.m. – 11:30 a.m. Affordability & Sustainability Panel Discussions

11:30 a.m. – 1:00 p.m. LUNCH – On Your Own

1:00 p.m. – 1:30 p.m. Company Registration for One-on-One Sessions

1:30 p.m. – 4:30 p.m. One-on-One Sessions with Procurement Staff

4:30 p.m. ADJOURN

Thursday, September 20th, 2012

7:30 a.m. – 8:30 a.m. Registration & Continental Breakfast

8:30 a.m. – 11:30 a.m. Continuation of One-On-One Sessions
with Procurement Staff

11:30 a.m. SUPPLIER INFORMATION SESSION ENDS

LMC's Electronic Systems Supplier Information Session

Sheraton Albuquerque Airport Hotel

Albuquerque, New Mexico

7:00 a.m. – 4:30 p.m.

Company:

Address:

City/State/Zip Code:

Name of Person(s) attending:

1st Name:

Title:

U.S. Citizen: Yes _____ No _____

Phone:

Fax:

E-Mail:

2nd Name:

Title:

U.S. Citizen: Yes _____ No _____

Phone:

Fax:

E-Mail:

Primary NAICS Code:

DUNS Number:

Federal Tax ID Number:

Products/Services:

Brief company description to be used in a capabilities summary:

LMC's Electronic Systems Supplier Information Session Travel Directions

Getting to the Sheraton Albuquerque Airport Hotel

2910 Yale Boulevard, S.E.
Albuquerque, NM 87106
Phone (505) 843-7000

From Airport to the Hotel:

Albuquerque International Airport (ABQ)

Travel Distance: Approximately 0.1 km/0.06 miles

Options for getting to and from the hotel include:

- Sheraton Albuquerque Airport Hotel Shuttle
 - Fee: Complimentary
 - Hours: 24 hours
 - Travel Time: 2 minutes

General Driving Directions to the Hotel:

From North

Take Interstate 25 South.
Take the Gibson East Exit 222A.
Turn right onto Yale Boulevard.
The hotel is on the left.

From East

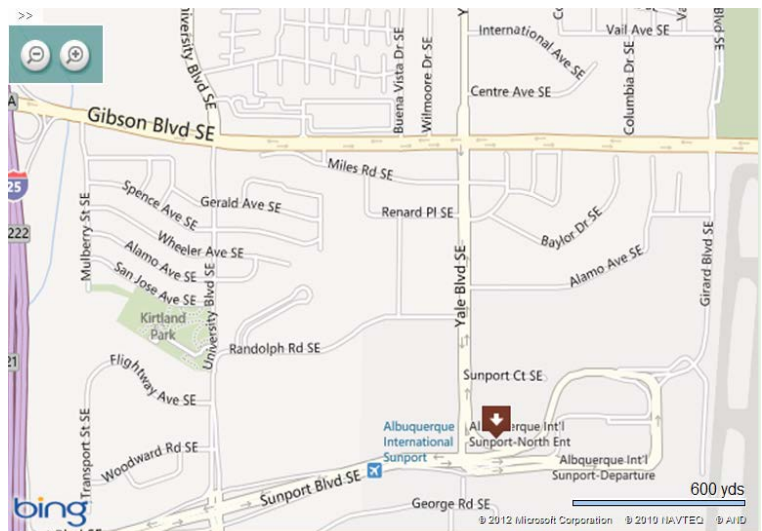
Take Interstate 40 West.
Merge onto I-25 via Exit 159BC.
Take the Gibson East Exit 222A.
Turn right onto Yale Boulevard.
The hotel is on the left.

From South

Take Interstate 25 North.
Take the Gibson East Exit 221.
Turn right onto Yale Boulevard.
The hotel is on the left.

From West

Take Interstate 40 East.
Merge onto I-25 via Exit 159BC.
Take the Gibson East Exit 222.
Turn right onto Yale Boulevard.
The hotel is on the left.



LMC's Electronic Systems Supplier Information Session Shipping Directions

Shipping to the Sheraton Albuquerque Airport Hotel

2910 Yale Boulevard, S.E.

Albuquerque, NM 87106

Phone (505) 843-7000

Please reference the attached shipping document from the Sheraton Albuquerque Airport hotel.



2910 Yale Blvd SE
Albuquerque, NM 87106-4242
Phone: 505-843-7000
Fax: 505-246-8188

Outgoing Packages/Shipping Procedures

The following list of instructions has been designed for your protection and the protection of the Sheraton Albuquerque Airport Hotel. If you have any questions regarding the following please contact your Catering or Conference Services Manager.

•All vendors/ guests requesting shipping to or from our hotel, must fill out the shipping request form upon arrival and turn it over to the bellman on duty. All shipping of packages from the Sheraton Albuquerque Airport Hotel must be arranged by the individual, directly with UPS or FedEx and be prepaid. For UPS pick up, please call 1-800-742-5877. For FedEx pick up, please call 1-800-463-3339.

•All Boxes must be sealed. The Sheraton Albuquerque Airport Hotel will not take responsibility for or ship any boxes/ packages that have not been previously sealed by the sender. We do not supply shipping materials, including tape, boxes, packing material, etc.

•Each outgoing box must be labeled with the proper address. The address may be written on the box or a label should be attached.

•If there is more than one box outgoing, it will be helpful if they are labeled as a group of items. (i.e. 1/3, 2/3, 3/3 etc)

•Proper carrier air bill must be filled out for the outgoing boxes. It is the responsibility of the sender to contact their shipper and pre pay for pick up of any ground shipping.

•Federal express makes regular pick-ups with our bell staff at the front desk, Mon – Fri at 4pm. Federal express DOES NOT pick-up on Weekends. If Saturday pick-up is required the sender must make arrangements directly with the carrier. No pick up is available on Sunday.

•UPS DOES NOT have a regularly scheduled pick up at the Sheraton Albuquerque Airport Hotel. Even once a call tag is obtained and a pick up has been arranged, pick up can be irregular. Consequently, if items being sent are time sensitive, we recommend the sender use our primary carrier, Federal Express.

•If the sender is using an alternative carrier, it is the responsibility of the sender to call their Carrier directly to arrange for the pick-up and call tags.

•At the end of an event or stay, any boxes left unsealed or without proper labels or call tags will be discarded.

•THE SHERATON ALBUQUERQUE AIRPORT HOTEL WILL NOT BE RESPONSIBLE FOR ANY ITEMS LEFT IN THE EXHIBIT/DISPLAY/ MEETING AREA/ ROOMS FOLLOWING YOUR EVENT OR STAY/ PRIOR TO YOUR DEPARTURE, MAKE SURE YOU HAVE SPOKEN WITH THE BANQUET MANAGER OR CATERING/ CONFERENCE SERVICES MANAGER REGARDING SHIPPING INSTRUCTIONS. THIS IS THE ONLY WAY THE SHERATON ALBUQUERQUE AIRPORT HOTEL CAN ENSURE PROPER HANDLING.



Vendor Shipping Service Order Form

Event Name

Package Handling Policy

2910 Yale Blvd SE
Albuquerque, NM 87106-4242
Phone: 505-843-7000
Fax: 505-246-8188

There is a package handling fee for all incoming and outgoing packages.
Please contact the hotel directly for the exact fee.

Procedures For Incoming Packages/ Deliveries To The Hotel

In the event that the group or exhibitors shipping packages to the hotel, all packages sent must include the following information:

Name of the Exhibitor or Group. Name and Date of the Event
and Number of Items

Shipment should arrive **no earlier the three (3) days prior to event.** Hotel has no liability for the delivery, security or condition of the packages.

The following scale will apply for all shipments/ deliveries over 25 pounds delivered to the hotel. Under 25 Lbs total weight is \$5.00 per box:

<u>Weight</u>	<u>Fee</u>
25-100 lbs.	\$45
101-150 lbs.	\$65
151-200 lbs.	\$85
201- 250 lbs.	\$110
251-300 lbs.	\$135
301-350 lbs.	\$160
351-400 lbs.	\$185
401-450 lbs.	\$235

The hotel requires a credit card authorization form from all individuals who will be sending packages to the hotel.

Please fill out and return the form attached.

This form must be presented before or at the event in order for packages to be received by the sender.



2910 Yale Blvd SE Albuquerque,
NM 87106-4242
Phone: 505-843-7000
Fax: 505-246-8188

Vendor Shipping Service Order Form

Event Name _____

Event Dates _____

Shipments FROM Sheraton Albuquerque Airport Hotel

Company/Booth Name/ Booth # _____

On-Site Vendor Contact _____ On-Site Vendor Phone # _____

Origin _____ Carrier _____

Ship Date _____ Approximate Arrival Date _____

of Shipments _____ # of Pieces _____ Total Weight _____

Shipments TO Sheraton Albuquerque Airport Hotel

Company/Booth Name/ Booth # _____

On-Site Vendor Contact _____ On-Site Vendor Phone # _____

Origin _____ Carrier _____

Ship Date _____ Approximate Arrival Date _____

of Shipments _____ # of Pieces _____ Total Weight _____

Waiver of Liability

It is agreed that by accepting the above shipment, Sheraton Albuquerque Airport Hotel, accepts NO liability for damages or shortages reported in transit, at time of delivery, or beyond.

The shipper agrees to hold harmless Sheraton Albuquerque Airport Hotel, its employees or agents, and further agrees to defend it from any claims filed by the shipper or any other party who wish to submit a claim against the said shipment

All shipping charges must be paid directly to shipping company in addition to any stated fees.

Signature of Shipper _____

Print Name _____ Date _____

Internal Use Only

Date Received		By
Date Shipped		By

LMC's Electronic Systems Supplier Information Session

Local Hotels near Albuquerque International Airport

[Sheraton Albuquerque Airport Hotel](#)

2910 Yale Boulevard Southeast | **Albuquerque**, NM
505-843-7000

1 miles from Albuquerque International Airport

[Hilton Garden Inn Albuquerque Airport](#)

2601 Yale Boulevard Southeast | **Albuquerque**, NM
505-765-1000

1.2 miles from Albuquerque International Airport

[Best Western Innsuites Hotel Albuquerque Airport](#)

2400 Yale Blvd Southeast | **Albuquerque**, NM
800-419-4298

1.3 miles from Albuquerque International Airport

[Comfort Inn Albuquerque](#)

2300 Yale Blvd S E | **Albuquerque**, NM
505-243-2244

1.3 miles from Albuquerque International Airport

[Hampton Inn Albuquerque-Airport](#)

2231 Yale Blvd. Se | **Albuquerque**, NM
505-246-2255

1.4 miles from Albuquerque International Airport

[Hyatt Place Albuquerque Airport](#)

1400 Sunport Place | **Albuquerque**, NM
505-242-9300

1.4 miles from Albuquerque International Airport

[La Quinta Inn Albuquerque Airport](#)

2116 Yale Boulevard | **Albuquerque**, NM
505-243-5500

1.4 miles from Albuquerque International Airport

[Towneplace Suites By Marriott Albuquerque Airport](#)

2400 Centre Avenue Southeast | **Albuquerque**, NM
505-232-5800

1.5 miles from Albuquerque International Airport

[Holiday Inn & Suites Albuquerque Airport University](#)

1501 Sunport Place | **Albuquerque**, NM
505-944-2255

1.5 miles from Albuquerque International Airport

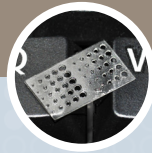
[Days Inn And Suites Airport Albuquerque](#)

2331 Centre Ave Se | **Albuquerque**, NM5
05-247-1500

1.5 miles from Albuquerque International Airport

Lockheed Martin Corporation Sandia National Laboratories

Supplier Information Session



- Who:** Supplier Community
- What:** LMC & SNL Supplier Information Session
- Where:** Sheraton (Airport) Hotel
2910 Yale Blvd., S.E.
Albuquerque, NM 87106
- When:** Wednesday, September 19th from 7:00 a.m. – 4:30 p.m.
Thursday, September 20th from 7:30 a.m. – 11:30 a.m.
- Why:** Suppliers are cordially invited to attend the upcoming Supplier Information Session hosted by Lockheed Martin Corporation's Electronic Systems Business Unit and Sandia National Laboratories' Supply Chain Management Center.

The Supplier Information Session is a two-way forum that offers suppliers the opportunity to learn about LMC's Electronic Systems' and Sandia National Laboratories' business areas and forecasted procurements. It also provides the occasion for Lockheed Martin and Sandia to learn about potential new suppliers.

The Supplier Information Session will be broken out into two days. On Wednesday, September 19th suppliers will be provided an overview of LMC's Electronic Systems Business Divisions and SNL's Mission Areas and their forecasted procurements. Panel discussions on Quality & Counterfeit Parts and Affordability & Sustainability will also be held. The afternoon focuses on Matchmaking with the day closing at 4:30 p.m.

On Thursday, September 20th suppliers will again be given the opportunity to participate in a Matchmaking Session with registration beginning at 7:30 a.m. Matchmaking starting at 8:30 a.m. and closing at 11:30 a.m.

For the Matchmaking sessions we ask that companies come prepared with key information such as company niche expertise, experience, diversity classification, certifications/clearances.

In order to ensure your spot at the Supplier Information Session please RSVP by September 14th.



**Sandia
National
Laboratories**

