



ALBUQUERQUE
HOME REMODELING
 & LIFESTYLE SHOW
SPRING 2019
FINAL INSTRUCTIONS

MANUEL LUJAN BUILDING
EXPO NEW MEXICO

Saturday February 23 10am - 5pm
Sunday February 24 10am - 4pm

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SPRING 2019

ALBUQUERQUE
HOME REMODELING
& LIFESTYLE SHOW

February 23-24, 2019

EXHIBITOR FINAL INSTRUCTIONS

EXPO NEW MEXICO ADDRESS & PHONE NO.

300 San Pedro NE
Albuquerque, NM 87108
(505) 265-1791

SHOW HOURS

SATURDAY, February 23	10:00 AM - 5:00 PM
SUNDAY, February 24	10:00 AM - 4:00 PM

SHOW SET-UP HOURS

THURSDAY, February 21	10:00 AM - 7:00 PM
FRIDAY, February 22	8:00 AM - 9:00 PM
SATURDAY, February 23	ABSOLUTELY NO SET-UP*

*Exhibitors may enter the Fairgrounds after 9:00 AM on Saturday and Sunday.

Note: **EXHIBITORS MUST CHECK IN AND SET UP DISPLAY ON THURSDAY AND/OR FRIDAY
— NO EXCEPTIONS!**

CHECK-IN AT THE SHOW OFFICE

Please check-in at the SHOW OFFICE — look for the Show Office Sign in Hall B. Exhibitors may initiate booth construction after checking in at the Show Office. Exhibitors will receive their badges and parking passes when they check in.

PARKING PASSES

Each company will be issued up to three 2-day parking passes. You must pick up your parking passes on Thursday or Friday. You must call us by February 21 to reserve parking passes if you can't pick them up until Saturday. Additional 2-day passes are \$5.00 each. No parking pass is needed during show set-up days. However, when entering the Fairgrounds, tell the security guard at the gate that you are setting-up for the Home Show.

SHOW DECORATOR

Convention Services of the Southwest is the show decorator. An exhibitor service desk will be staffed to provide on-site assistance to exhibitors during installation and removal of exhibits. It will be to your advantage to place your order prior to the show with Convention Services of the Southwest. If you have not received your packet from them, you should contact an exhibitor representative. Their phone number is 505-243-9889.

****NOTE: If you will need a forklift to assist during setup or take down for your exhibit, please contact Convention Services of the Southwest by February 15 to make your reservation.

EXHIBITOR INSURANCE

Exhibitors shall carry and maintain during the show, including move-in and move-out days, and at his or her sole cost and expense, personal injury, theft, and property damage coverage under a policy of general public liability insurance. For more information, visit www.abqhomeshows.com/exhibit.

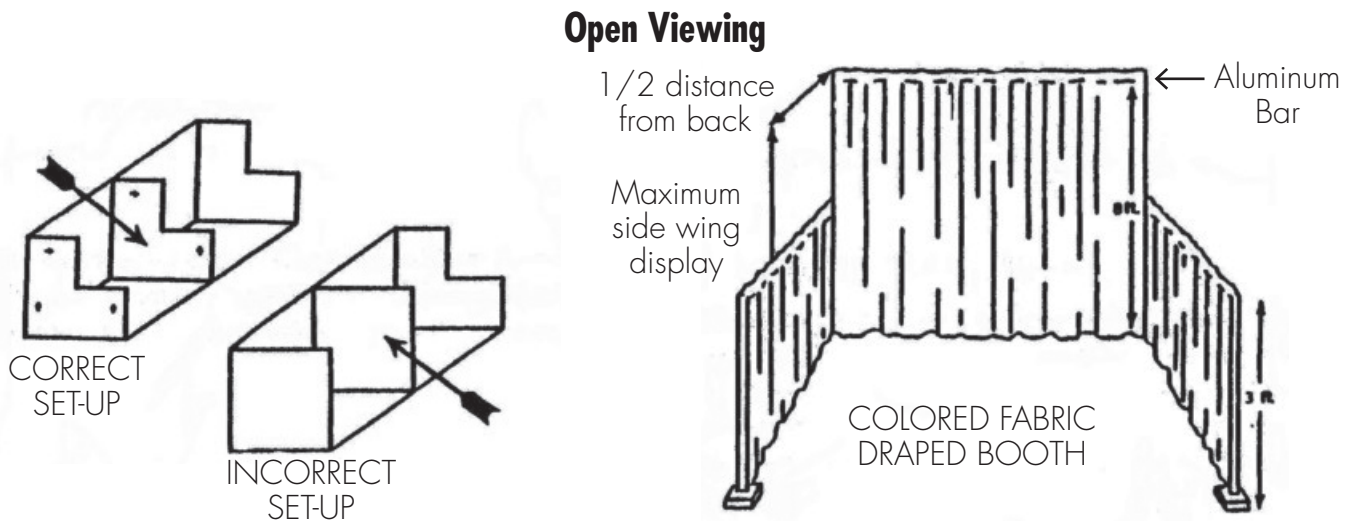
SECURITY

Security will be provided 24 hours a day from set-up on Thursday, February 21 through Midnight on Sunday, February 24.

INCLUDED WITH YOUR BOOTH

Unless otherwise specified, each exhibit booth will be 10' x 10', with three-foot high curtain side dividers, eight-foot high curtained backdrop, and an identification sign. Electricity for booths is available if needed; 500 watt duplex (110v power only). Any additional power required will be provided at exhibitor's expense. Please contact your show representative in advance. Tables and chairs may be rented from Show Decorator.

EXHIBIT DISPLAY POLICY



MOVE IN (UNLOADING)

Enter the Fairgrounds through Gate 3 or Gate 4 on San Pedro Drive. A map of the Fairgrounds is included in this booklet. You may park near the buildings to unload. However, space is limited, so PLEASE park there only while you are unloading. During set-up, after unloading your exhibit, and during the show, you should park in the designated parking areas. Vehicles are allowed to drive onto the show floor on Thursday, February 21 only.

CARPET/ELECTRICAL CORDS

If you have carpet in your booth, **ALL EXPOSED EDGES MUST BE TAPED DOWN. ALL EXTENSION CORDS MUST BE TAPED DOWN. The only tape that will be allowed is CLEAR PLASTIC TAPE. ***NO DUCT TAPE ALLOWED.***** The show decorator can provide this service for a fee.

NO POSTING

There will be no posting of signs/flyers anywhere in the exhibit facility. We are charged damage fees because adhesive tape damages the walls. If we find your sign posted, you will be assessed the amount of the damage fee.

MUSIC IN BOOTH

Live or taped music is prohibited as part of an exhibit or display without written permission from an appropriate music licensing source (i.e., BMI, ASCAP).

VEHICLES IN A SHOW DISPLAY

Vehicles in a show display must have less than 1/4 tank of gas and the battery must be disconnected. Open flames and helium balloons are not permitted.

SHIPMENTS TO THE SHOW

All Deliveries to the show must go through: Convention Services of the Southwest, 1921 Bellamah Ave. NW, Albuquerque, NM 87104. (505) 243-9889

SHOW CLEAN UP

During the show, trash should be placed in the aisle at the end of the day for pick up.

REMOVAL OF EXHIBITS (TEAR DOWN)

Nothing will be allowed to leave the exhibit hall until 4 PM on Sunday, February 24. Please advise the people working your booth of these instructions. It is extremely disruptive to have some exhibitors start tearing down their booths prior to the close of the show while attendees are still walking through the buildings. **Please do not start dismantling exhibits prior to 4 PM.** Removing your exhibit prior to this time may result in forfeiting your preferred booth location in future shows.

Exhibits must be dismantled and removed by **Noon Monday, February 25**. If it becomes necessary for the exhibit to be removed by management or Expo New Mexico, ALL FEES WILL BE CHARGED DIRECTLY TO THE EXHIBITOR AT PREVAILING RATES. We are not liable for items remaining after midnight on February 24. NOTE: Security for the event ends at Midnight on February 24.

CITY AND STATE TAX REQUIREMENTS

Exhibitors who plan to sell merchandise during the show in a cash-and-carry fashion are responsible for complying with city licensing and New Mexico State Tax requirements. The current tax rate at the State Fairgrounds is 6.4375%.

RV PARKING AT THE FAIRGROUNDS

All RV parking, including location, is at the discretion of Expo New Mexico. Please call (505) 401-5095 to make your reservation.

HOTELS

Albuquerque Marriott Hotel

2101 Louisiana Blvd. NE
(505) 881-6800 • www.marriott.com

Barcelona Suites

900 Louisiana Blvd. NE
(505) 255-5566 • www.barcelonasuitesabq.com

Candlewood Suites

3025 Menaul Blvd. NE
(505) 888-3424 • www.ihg.com

Days Inn by Wyndham Midtown

2120 Menaul Blvd. NE
(505) 273-8187
www.wyndhamhotels.com/days-inn

Hampton Inn – University/Midtown

2300 Carlisle Blvd. NE
(505) 837-9300 • www.hamptoninn3.hilton.com

Holiday Inn Express & Suites - Midtown

2500 Menaul Blvd. NE
(505) 881-0544
www.ihg.com/holidayinnexpress

Homewood Suites by Hilton Albuquerque

7101 Arvada Ave. NE
(505) 881-7300
www.homewoodsuites3.hilton.com

Quality Inn & Suites

1315 Menaul Blvd. NE
(505) 345-0010 • www.choicehotels.com

Ramada Plaza by Wyndham Albuquerque

2020 Menaul Blvd. NE
(505) 312-9842 • www.wyndhamhotels.com

Sheraton Albuquerque Uptown

2600 Louisiana Blvd. NE
(505) 881-0000 • www.marriott.com

MAP OF EXPO NEW MEXICO

GATE 1 ENTRANCE



ALBUQUERQUE



Map © Jan Underwood, Information Illustrated, 2006

FAQS — FREQUENTLY ASKED QUESTIONS

Q: When do I get my parking passes?

A: Parking passes will be issued when you check in at the Show Office on Thursday and Friday. You must call us by February 21 to reserve parking passes if you can't pick them up until Saturday. (See Page 2)

Q: Who is the show decorator?

A: Convention Services of the Southwest is the Show Decorator. Phone (505) 243-9889 (See Page 2)

Q: Where do I send my products and/or displays?

A: Convention Services of the Southwest, 1921 Bellamah NW, Albuquerque, NM 87104, (505) 243-9889 (See Page 4)

Q: Will there be a forklift available at the show?

A: Yes, but you need to notify the Show Decorator, Convention Services of the Southwest, if you need it during your move in. Please call them by February 15 at (505) 243-9889 to make your reservation. (See Page 2)

Q: What is the sales tax rate at the show?

A: 6.4375% is the current tax rate at the Expo New Mexico. (See Page 4)

Q: What kind of tape can I use to tape down my carpet?

A: Please use CLEAR PLASTIC TAPE to tape down carpet. ** NO DUCT TAPE ALLOWED ** (See Page 3)

Q: Are there special requirements for vehicles in the show?

A: Vehicles must have less than 1/4 tank of fuel and must have the battery disconnected. (See Page 3)

Upcoming Shows

Fall 2019 Show September 28-29, 2019 EXPO New Mexico

PLEASE NOTE!!

There are no ladders, dollies, brooms, vacuum cleaners, pencils, paper, staplers, rulers, etc. available at the show office.

Please arrange to have all your supplies with you!!

**If you have questions that are not answered in these instructions,
you can reach us at (505) 850-8277**

www.abqhomeshows.com

bill@abqhomeshows.com