

**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!!

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

If you have questions that are not answered in this booklet, you can reach us at the office: (505) 269-6985  
or by fax: (505) 832-3777  
[www.nmremodelingshows.com](http://www.nmremodelingshows.com)



**FINAL INSTRUCTIONS**

Santa Ana Star Center

SATURDAY MARCH 24th, 10 AM - 4 PM

SUNDAY MARCH 25th, 10 AM - 4 PM

PLEASE!

LOOK INSIDE FOR ANSWERS TO THE MOST FREQUENTLY ASKED QUESTIONS BEFORE YOU CALL

## FAQs -- Frequently Asked Questions

Q: When do I get my parking passes?

A: Free Parking for this event - No parking Passes needed

Q: Who is the show decorator?

A: Convention Services of the Southwest, Inc is the show decorator - 505-243-9889

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

A: Convention Services of the Southwest, Inc

1921 Bellamah Ave NW

Albuquerque, NM 87104

Exhibitor name & Booth number

NM HRLS 2017 C/O CSS

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 \*\***

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

A: Yes, Two fork lifts with operators will be available to move In and Out Free of charge

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

A: 7.438% is the current tax rate at the Santa Ana Star Center

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

A: Vehicles must have less that 1/8 tank of fuel and must have the battery disconnected.

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E-mail: [jpravato@nmremodelingshows.com](mailto:jpravato@nmremodelingshows.com)

## Check-In at the Show Office

Please check-in at the SHOW OFFICE when you arrive before setting up. Exhibitors will receive their badges and parking passes when they check in.

Payments for booth rental after MARCH 13, 2018 must be paid by Cashier's Check, Money Order or Cash only. No personal checks or company checks accepted after MARCH 13, 2018.

## Show Set-Up Hours

Thursday and Friday, March 22 and 23, 9:00 AM to 7:00 PM

*Saturday, March 24, ABSOLUTELY NO SET-UP\**

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

\*Exhibitors may enter the Star Center after 9:00 AM on Saturday and Sunday.

## Show Hours and Location

Saturday, March 24, 10 AM - 4 PM  
Sunday, March 25, 10 AM - 4 PM  
Santa Ana Star Center

## Show Decorator

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

NOTE: Tables and chairs are available for rent from Convention Services of the Southwest, Inc.

## **Included with your booth**

Unless otherwise specified, each exhibit booth will be 10' x 10', with a three-foot high curtain side dividers, eight-foot high curtained backdrop, and an identification sign. Electricity for booth available if needed; 500/watt duplex (110 power only). Any additional power required will be provided at exhibitors expense.

Note: Unfortunately there are no ladders, dollies, brooms, vacuum cleaners, forklifts, pencils, paper, staplers, rulers, etc. available at the show office. Please arrange to have all your supplies with you!!

## **Exhibit Display Policy**

Booths will be cloth, with 8 ft. high backdrop and a 3 ft. high side panel drapes. The side panels of the display may be no higher than 8 ft. for one-half of the distance measured from the back drape.

A presentable finished appearance is required on all areas of the display visible to the public. Any unfurnished, exposed portion of the exhibit must be draped.

## **Move In (Unloading)**

The loading dock is located on the west side of the Santa Ana Star Center. There are four loading docks and one ramp. Two fork lifts with operators will be available to move In and Out. Please move your vehicle to one of the designated parking lots after unloading at the dock. You may not drive into the building unless authorized by show management.

## **Security**

Security will be provided 24 hours a day from set-up on Thursday, March 22 (prior to the show), through exhibit removal at noon on Monday, March 26.

## **Removal of Exhibits (Tear Down) Cont'd.**

If it becomes necessary for the exhibit to be removed by management or The Santa Ana Star Center, ALL FEES WILL BE CHARGED DIRECTLY TO THE EXHIBITOR AT PREVAILING RATES. We are not liable for items remaining after noon on March 26. Security for the event ends at 12 noon Monday, March 26, 2018

## **City and State Requirements**

New Mexico State Tax

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. Rio Ranch tax is 7.438%

## **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). Evidence of such an agreement must be available for review upon request. In the event written confirmation cannot be documented, the exhibitor agrees to cease playing the music.

## **Santa Ana Star Center Address & Phone No.**

3001 Civic Centre  
Rio Rancho, NM 87144  
Phone: 505-891-7300  
Fax: 505-891-7301

## 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.

## Shipments to the Show

All Deliveries to the show must go through:  
Convention Services of the Southwest, Inc.  
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.

## Miscellaneous

**No open flames** are permitted in the Star Center.

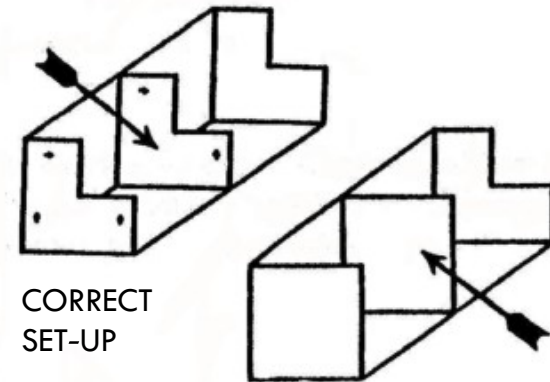
**No helium balloons** are permitted in the Star Center.

No outside food or drink may be brought into the Star Center.

## Removal of Exhibits (Tear Down)

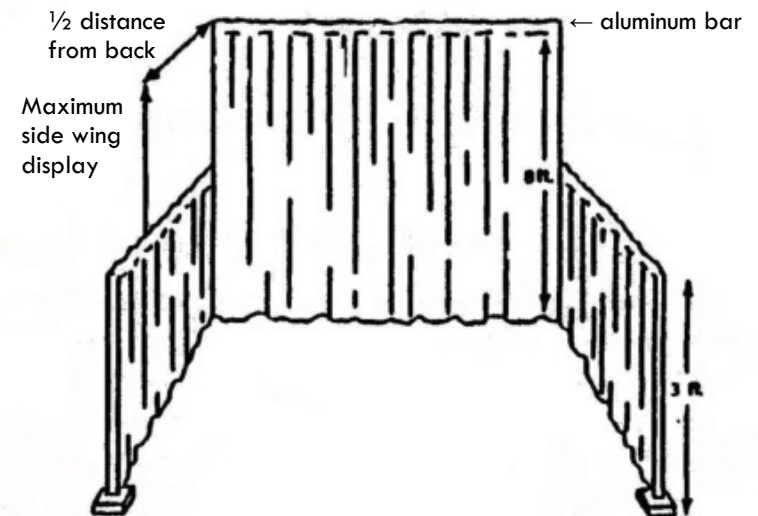
Nothing will be allowed to leave the exhibit hall until 4:00 PM on Sunday, March 25th. Please advise the people working your booth of these Instructions. It is extremely disruptive to have some exhibitors start Tearing down their boots prior to the close of the show while attendees Are still walking through the building. Please do not start dismantling Exhibits prior to 4:00 PM. Exhibits should be dismantled and removed by Noon Monday, March 26th.

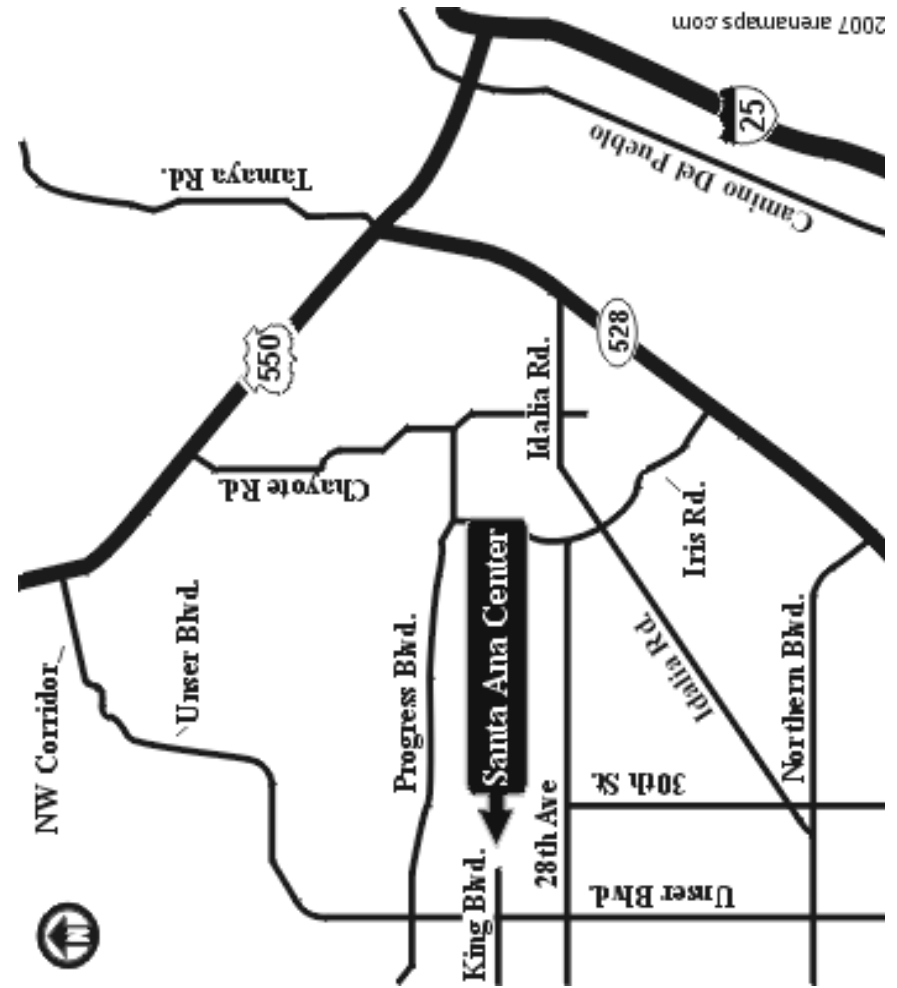
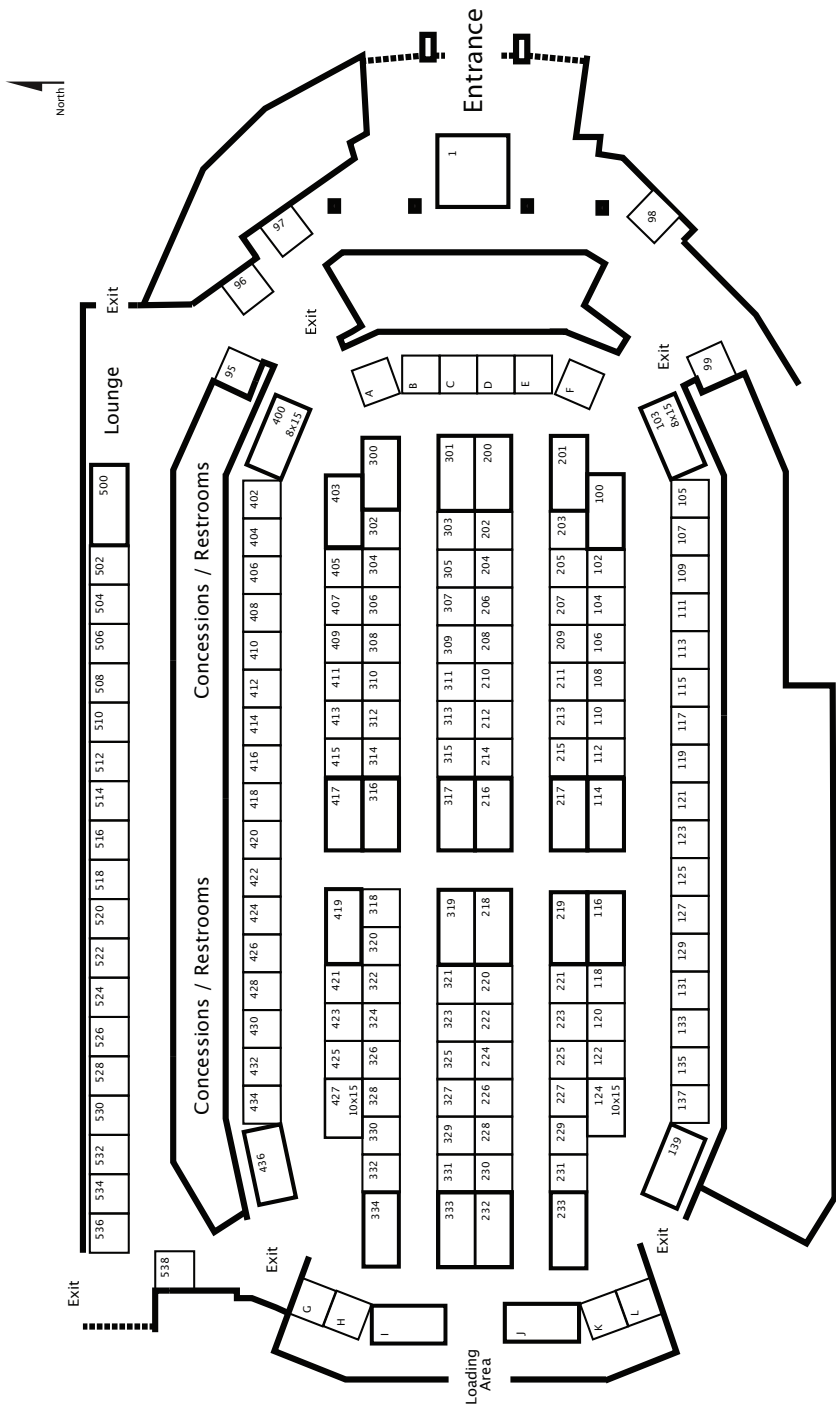
## Exhibit Display Policy Open Viewing



INCORRECT  
SET-UP

## COLORED FABRIC DRAPED BOOTH





### Directions to Santa Ana Star Center From East of the river

Travel N. on I 25, go west on us 550, through Bernallio, turn left on NM 528 (Rio Rancho Blvd.), turn right on Idalia road, turn right on Iris road, turn left on Paseo del Volcan, turn right at sign Santa Ana Star Center.