

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
www.nmremodelingshows.com



FINAL INSTRUCTIONS

Santa Ana Star Center

SATURDAY January 30th, 10 AM - 5 PM

SUNDAY January 31st, 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: 7.6875% 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.

If you have questions that are not answered here, you can reach us at the office: (505)-269-6985

(exhibitors please cut and paste this to your facebook)

Be Inspired!

You can have the home you dream about...

Meet the experts in home improvement who are ready to help create your dream home!

The New Mexico Home Improvement Show January 30-31, 2021 The Santa Ana Star Center

- ✓ **First hour FREE Admission**
- ✓ **FREE Parking**
- ✓ **All under one roof**

For more information please visit our website at www.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 JANUARY 13, 2021 must be paid by Cashier's Check, Money Order or Cash only. No personal checks or company checks accepted after JANUARY 13, 2021.

Show Set-Up Hours

Thursday and Friday, January 28th & 29th, 9:00 AM to 7:00 PM

*Saturday, January 30th, 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, January 30th, 10 AM - 5 PM

Sunday, January 31st, 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, January 28th (prior to the show), through exhibit removal at noon on Monday, February 1st

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 Feb 1st. Security for the event ends at 12 noon Monday, February 1st, 2021

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 7.6875%.

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.

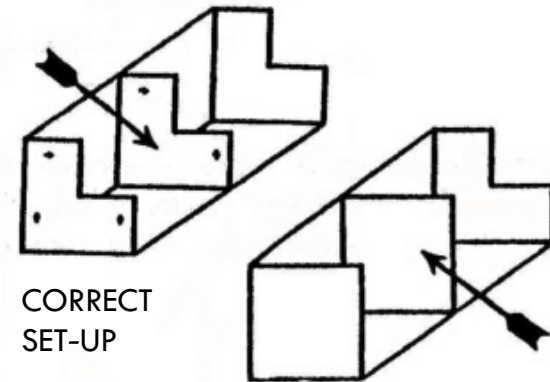
No helium balloons are permitted in the Star Center.

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

Removal of Exhibits (Tear Down)

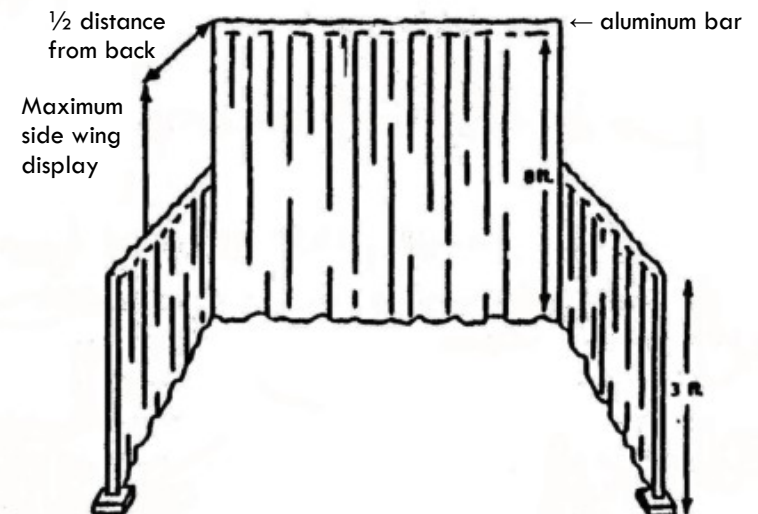
Nothing will be allowed to leave the exhibit hall until 4:00 PM on Sunday, January 31st. Please advise the people working your booth of these Instructions. It is extremely disruptive to have some exhibitors start Tearing down their booths prior to the close of the show while attendees Are still walking through the building. Please do not start dismantling Exhibits prior to 4:00 PM. Exhibits should be dismantled and removed by Noon Monday, February 1st

Exhibit Display Policy Open Viewing



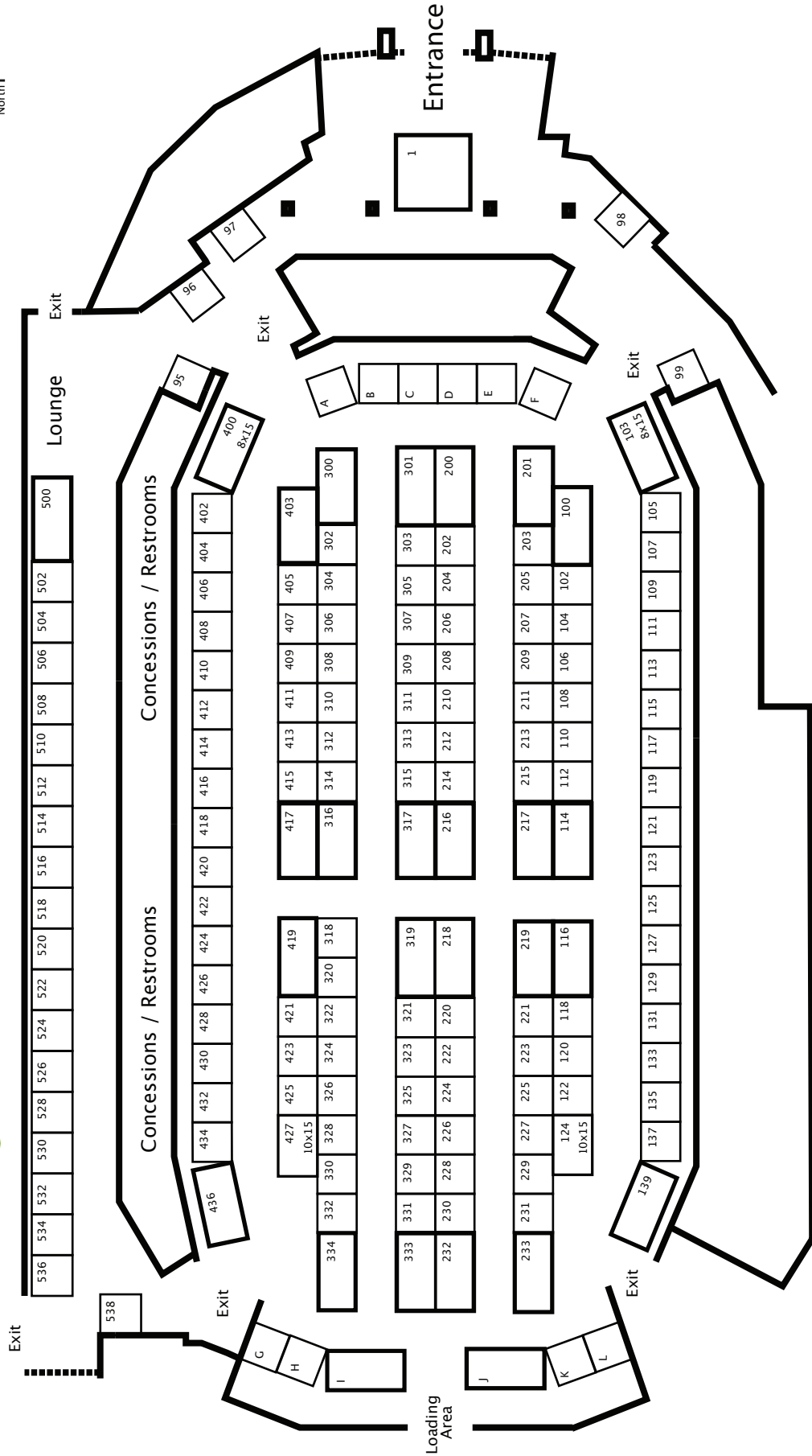
INCORRECT
SET-UP

COLORED FABRIC DRAPED BOOTH





Interact Productions® P.O. Box 645 Petoskey, MI 49770
 Phone: 505 269-6985
 Email: jpravato@nmremodelingshows.com
 www.nmremodelingshows.com



Exit

Exit

Lounge

Concessions / Restrooms

Concessions / Restrooms

Loading Area

Entrance

Exit

Exit

Exit

Exit

538

536 534 532 530 528 526 524 522 520 518 516 514 512 510 508 506 504 502 500

436

400
8x15

95

96

97

51x8
101

99

98

417	415	413	411	409	407	405	403
316	314	312	310	308	306	304	302
300							

427	425	423	421	419
10x15				
334	332	330	328	326
324	322	320	318	

333	331	329	327	325	323	321	319
232	230	228	226	224	222	220	218

317	315	313	311	309	307	305	303	301
216	214	212	210	208	206	204	202	200

233	231	229	227	225	223	221	219
124	122	120	118	116			
10x15							

217	215	213	211	209	207	205	203	201
114	112	110	108	106	104	102	100	

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