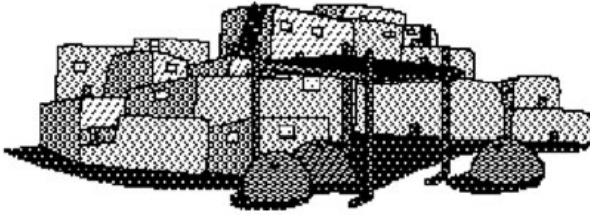




Summer 2022  
FINAL INSTRUCTIONS



MANUEL LUJAN BUILDING  
NEW MEXICO STATE FAIRGROUNDS

FRIDAY	JULY 15	2 PM - 7 PM
SATURDAY	JULY 16	10 AM - 5 PM
SUNDAY	JULY 17	10 AM - 4 PM

**PLEASE!**

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

# NEW MEXICO HOME IMPROVEMENT SHOW MARKETPLACE

## SPRING 2022 EXHIBITOR FINAL INSTRUCTIONS

JULY 15 - 17, 2022

### CHECK-IN AT THE SHOW OFFICE

Please check-in at the SHOW OFFICE -- look for the Show Office Sign. ***Exhibitors may initiate booth construction after checking in at the Show Office.*** Exhibitors will receive their badges and parking passes when they check in. ***Payments for booth rental must be paid by Credit Card, Cashier's Check, Money Order or Cash only. No personal checks or company checks accepted after July 5.***

### PARKING & COMPLIMENTARY PASSES

Each company will be issued three 3-day parking passes. **You must pick up your parking passes on Wednesday or Thursday. You must call us by July 5 to reserve parking passes if you can't pick them up until Saturday.** Additional 3-day passes are \$7.00 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. **You will receive 10 complimentary passes per company.** Additional complimentary passes can be purchased at a discounted rate of \$5.00 each. Ten Passes are included in this package.

### SHOW SET-UP HOURS

WEDNESDAY, JULY 13	9:00 AM - 7:00 PM
THURSDAY, JULY 14	9:00 AM - 7:00 PM
FRIDAY, JULY 15	<b>ABSOLUTELY NO SET-UP*</b>

**\*Exhibitors may enter the Fairgrounds after 8:30 AM on Saturday and Sunday.**

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

## SHOW HOURS

FRIDAY, JULY 15	2 PM - 7 PM
SATURDAY, JULY 16	10 AM - 5 PM
SUNDAY, JULY 17	10 AM - 4 PM

## SHOW DECORATOR

CSS 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 CSS. If you have not received your packet from them, you should contact an exhibitor representative.** Their phone number is 505-243-9889.

## 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. Tables and chairs may be rented from CSS.

## MOVE IN (UNLOADING)

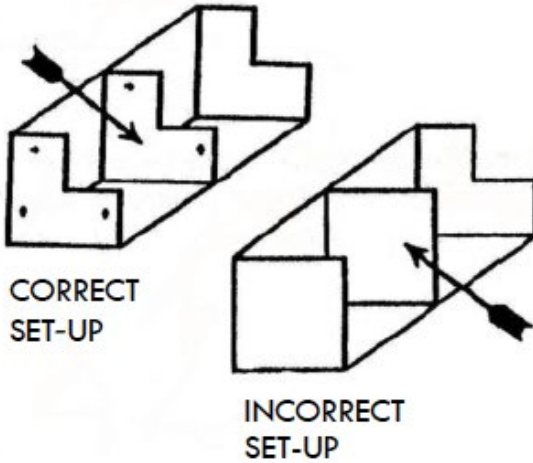
Enter the Fairgrounds through Gate 3 or Gate 4 on San Pedro. A map of the Fairgrounds is included in this booklet. You may park near the buildings to unload. However, space is limited, so PLEASE park there only while you are unloading. During set-up, after unloading your exhibit, and during the show, you should park in the designated parking areas. **DRIVE INTO BUILDING, WEDNESDAY ONLY!**

## SECURITY

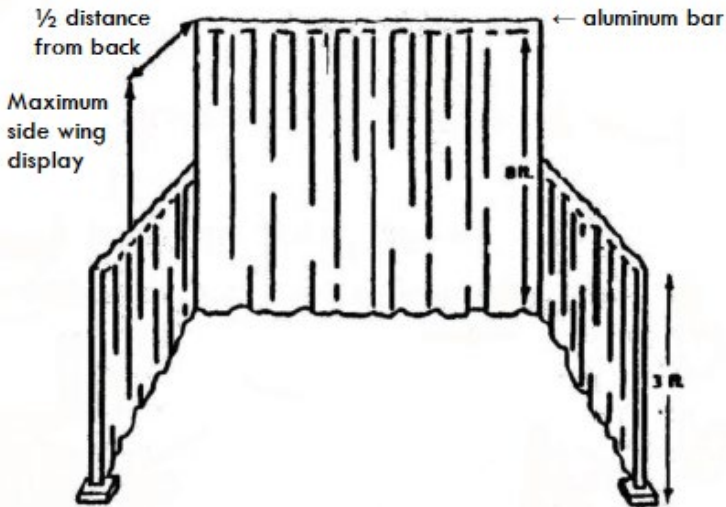
Security will be provided 24 hours a day from set-up on THURSDAY, JULY 14 through exhibit removal at 12 Noon on MONDAY, JULY 18.

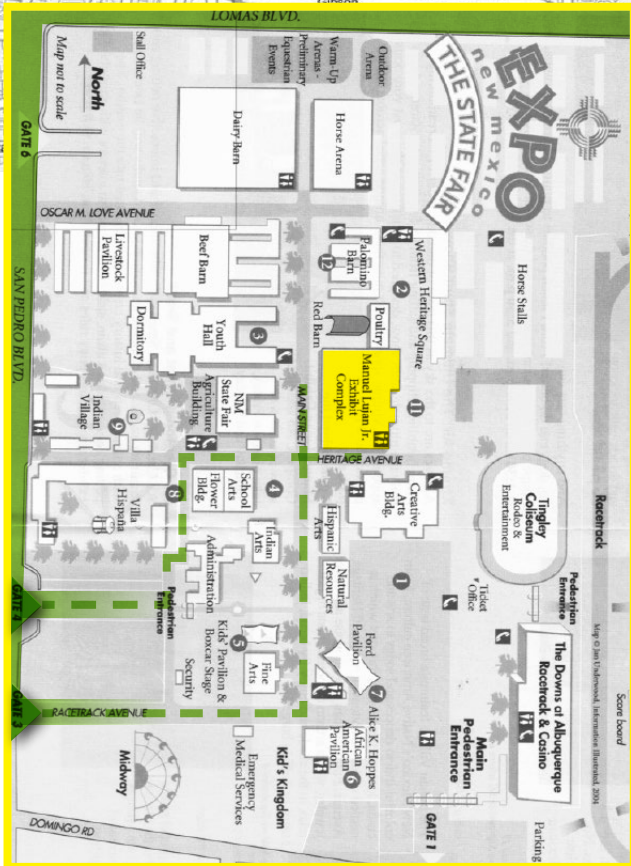
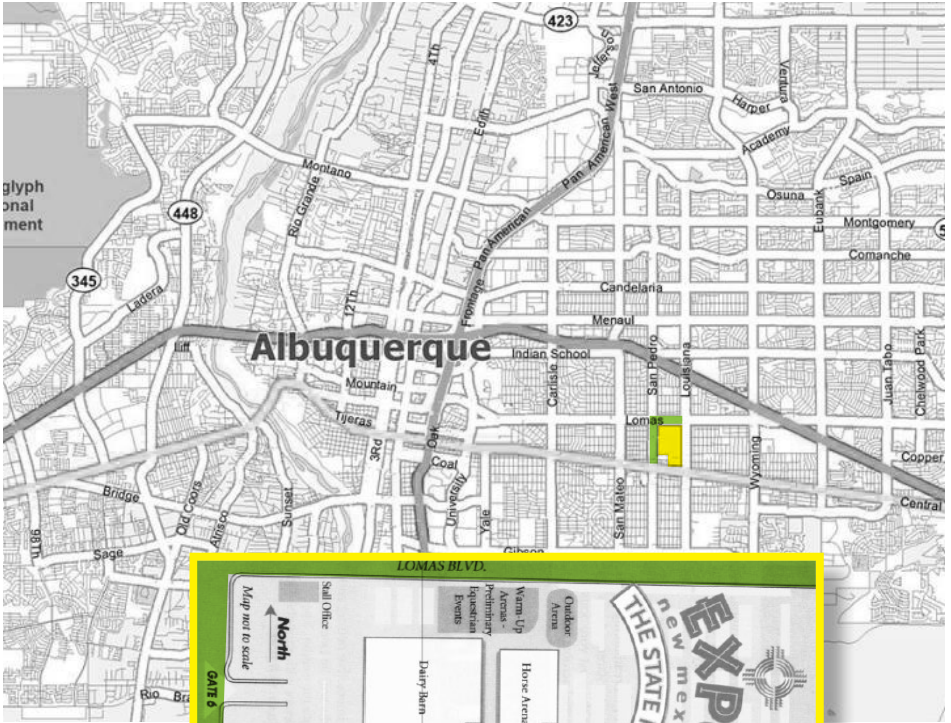
# Exhibit Display Policy

Open Viewing



## COLORED FABRIC DRAPED BOOTH





Map © Sam Tomlinson, Laramie Illustration, 2011

## 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:

**CSS**

**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, July 17. 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.**

Exhibits should be dismantled and removed by 12 Noon Monday, July 18. 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 12 Noon. Security for the event ends at 12 Noon on Monday, July 18.

## CITY AND STATE 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 7.35%.

## 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).

## EXPO NEW MEXICO ADDRESS & PHONE NO.

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

## HOTELS

Albuquerque Marriott Hotel  
2101 Louisiana Blvd. NE  
(505)881-6800

Green Tree Inn and Suites  
2120 Menaul Blvd.  
(505)884-0250

Barcelona Suites  
900 Louisiana Blvd., NE  
Albuquerque, NM 87110  
(505)255-5566

Hampton Inn – University/Midtown  
2300 Carlisle NE  
Albuquerque, NM 87110  
(505)837-9300

Best Western Airport Albuquerque  
Inn & Suites Hotel  
2400 Yale Blvd. SE  
(505)242-7022

Holiday Inn & Suites - Midtown  
2500 Menaul N. E.  
(505) 881-0544

Candlewood Suites  
3025 Menaul Blvd.  
(505)888-3424

Ramada Plaza by Wyndham - Midtown  
2020 Menaul Blvd. NE  
(505)884-2511

Extended Stay

Red Roof Inn - Midtown  
2015 Menaul Blvd. NE  
(505)881-3210

# NEW MEXICO HOME IMPROVEMENT SHOW MARKETPLACE

MANUEL LUJAN BUILDING  
EXPO NEW MEXICO

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## 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 Wednesday and Thursday. **You must call us by July 1 to reserve parking passes if you can't pick them up until Saturday.**

(See Page 1)

Q: Who is the show decorator?

A: CSS is the show decorator. Phone (505) 243-9889

(See Page 2)

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

A: CSS

1921 Bellamah Ave NW

Albuquerque, NM 87104

505-243-9889

Exhibitor name & booth number

(See Page 6)

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

A: 7.35% is the current tax rate at the Expo New Mexico.

(See Page 7)

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 6)

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 Back Cover)

Q: Can we drive into the building during move-in?

A: Wednesday only!!!

(See Page 7)

PLEASE NOTE!!

**Drive into buidling, Wednesday only**

**DO NOT** hand out Comp Tickets in front of the Lujan Building. You may give out tickets in your booth on Saturday to customers who would like to return on Sunday.

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](http://www.nmremodelingshows.com)  
[john@nmremodelingshows.com](mailto:john@nmremodelingshows.com)