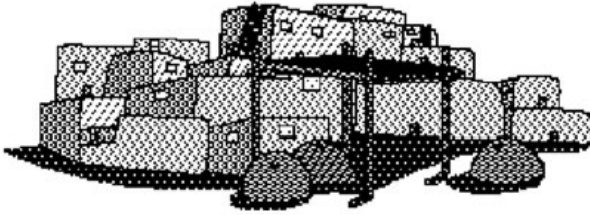




Winter/Spring 2023
FINAL INSTRUCTIONS



RIO RANCHO EVENT CENTER

SATURDAY	FEBRUARY 4	10 AM - 5 PM
SUNDAY	FEBRUARY 5	10 AM - 4 PM

PLEASE!

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

RIO RANCHO HOME IMPROVEMENT SHOW MARKETPLACE

WINTER/SPRING 2023 EXHIBITOR FINAL INSTRUCTIONS

FEBRUARY 4 - 5, 2023

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 ID badges 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 January 25.***

PARKING PASSES

No parking passess needed for this event.

SHOW SET-UP HOURS

THURSDAY, FEBRUARY 2 9:00 AM - 7:00 PM

FRIDAY, FEBURARY 3 9:00 AM - 7:00 PM

SATURDAY, FEBRUARY 4 **ABSOLUTELY NO SET-UP***

***Exhibitors may enter the event center after 8:30 AM on Saturday and Sunday.**

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

SHOW HOURS

SATURDAY, FEBRUARY 4

10 AM - 5 PM

SUNDAY, FEBRUARY 5

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)

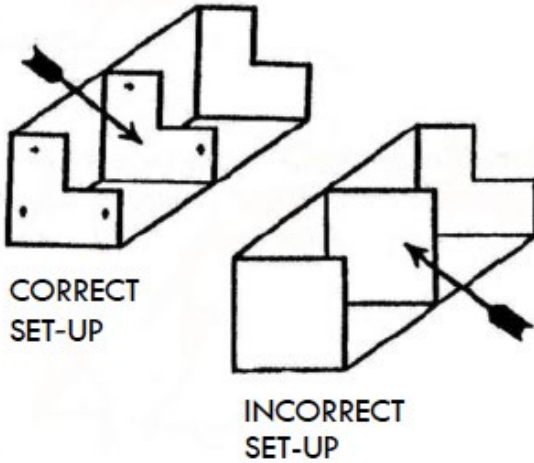
The loading dock is located on the west side of the event center. There are TWO loading docks and one ramp. Two forklift operators will be available to move in and out. You may park near the buildings to unload. However, space is limited, so PLEASE park there only while you are unloading. During set-up, after unloading your exhibit, and during the show, you should park in the designated parking areas. **DRIVE INTO BUILDING, THURSDAY ONLY!**

SECURITY

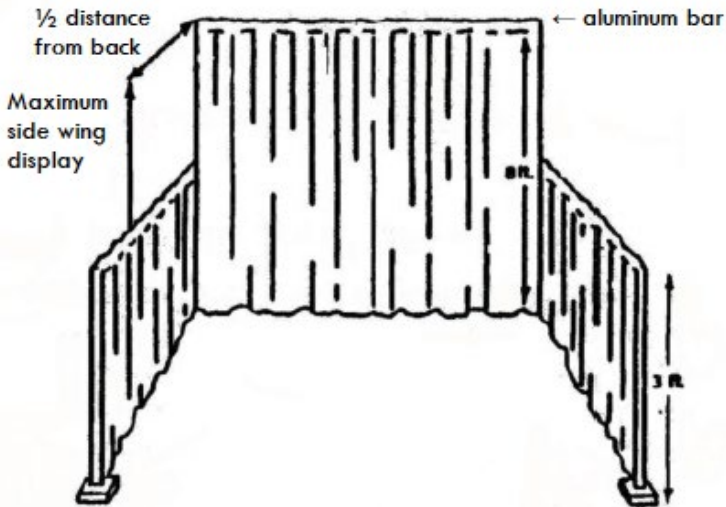
Security will be provided 24 hours a day from set-up on THURSDAY, FEBRUARY 2 through exhibit removal at 12 Noon on MONDAY, FEBRUARY 6.

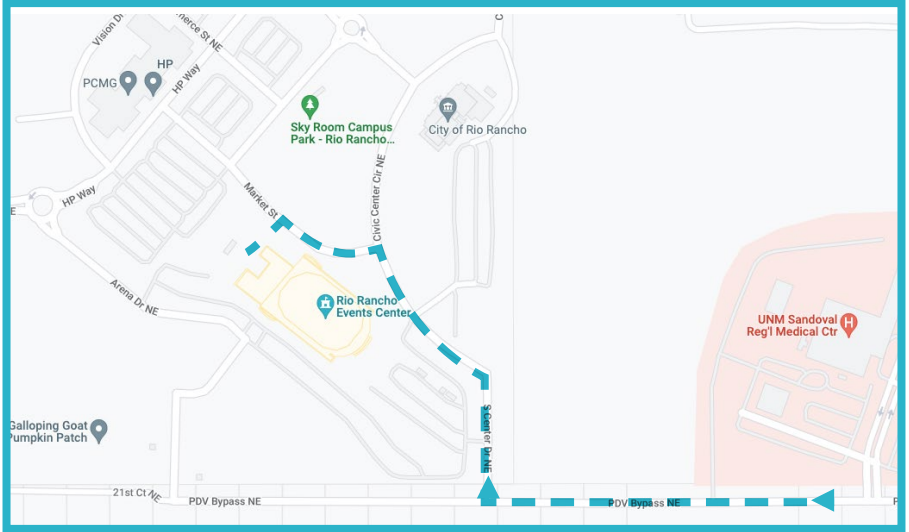
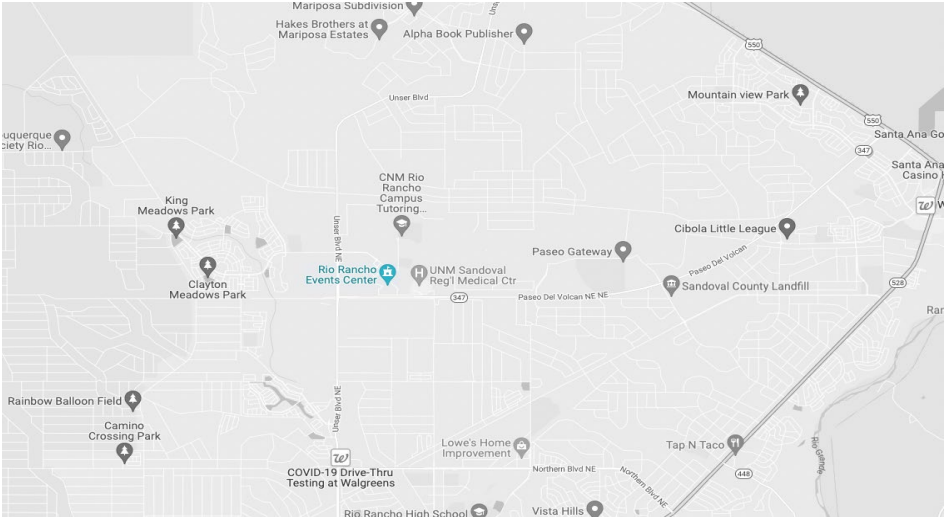
Exhibit Display Policy

Open Viewing



COLORED FABRIC DRAPED BOOTH





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, February 5. 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, February 6. If it becomes necessary for the exhibit to be removed by management or Event Center, 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, February 6.

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 the Rio Rancho Event Center is 7.875%.

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).

RIO RANCHO EVENT CENTER ADDRESS & PHONE NO.

3001 Civic Centre
Rio Rancho, NM 87144
(505) 891-7300

RIO RANCHO HOME IMPROVEMENT SHOW MARKETPLACE

RIO RANCHO EVENT CENTER

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FAQs -- Frequently Asked Questions

Q: When do I get my parking passes?

A: Not needed for this event (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: 7.875% is the current tax rate at the Rio Rancho Event Center.
(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: Thursday only!!!
(See Page 7)

PLEASE NOTE!!

Drive into buidling, Thursday only

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
john@nmremodelingshows.com