



SUMMER/FALL 2026 FINAL INSTRUCTIONS



MANUEL LUJAN BUILDING
NEW MEXICO STATE FAIRGROUNDS

SATURDAY	AUGUST 22nd	9 AM - 5 PM
SUNDAY	AUGUST 23rd	9 AM - 3 PM

PLEASE!

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

ALBUQUERQUE HOME IMPROVEMENT & DESIGN SHOW

SUMMER/FALL 2026 EXHIBITOR FINAL INSTRUCTIONS

AUGUST 22 - 23, 2026

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 August 10.**

PARKING PASSES

No parking passes needed for this event.

SHOW SET-UP HOURS

THURSDAY, AUGUST 20

9:00 AM - 7:00 PM

FRIDAY, AUGUST 21

9:00 AM - 7:00 PM

SATURDAY, AUGUST 22

ABSOLUTELY NO SET-UP*

***Exhibitors may enter the Event Center after 8:00 AM on Saturday and Sunday.**

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

SHOW HOURS

SATURDAY, AUGUST 22

9AM - 5PM

SUNDAY, AUGUST 23

9AM - 3PM

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)

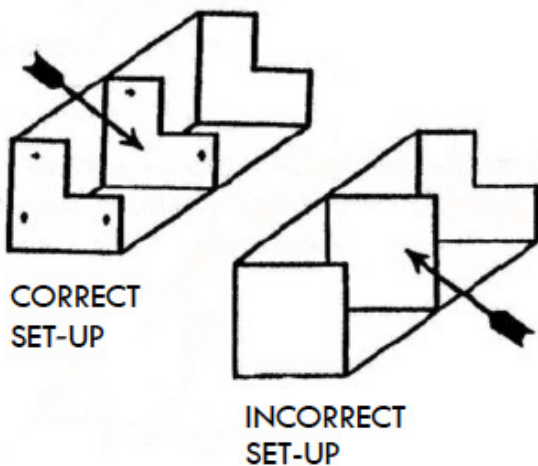
The loading dock is located on the west side of the event center. There are TWO loading docks and one ramp. Two forklift operators will be available to move in and out. You may park near the buildings to unload. However, space is limited, so PLEASE park there only while you are unloading. During set-up,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

SECURITY

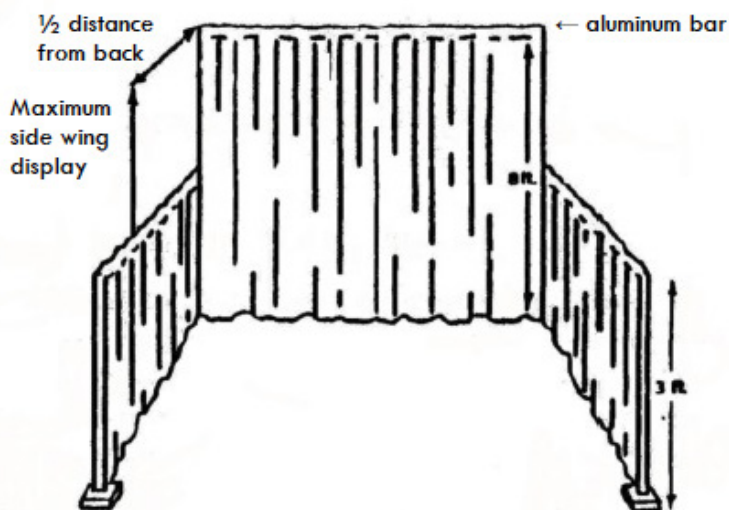
Security will be provided 24 hours a day from set-up on THURSDAY, AUGUST 20th through exhibit removal at 12 Noon on MONDAY, AUGUST 24th.

Exhibit Display Policy

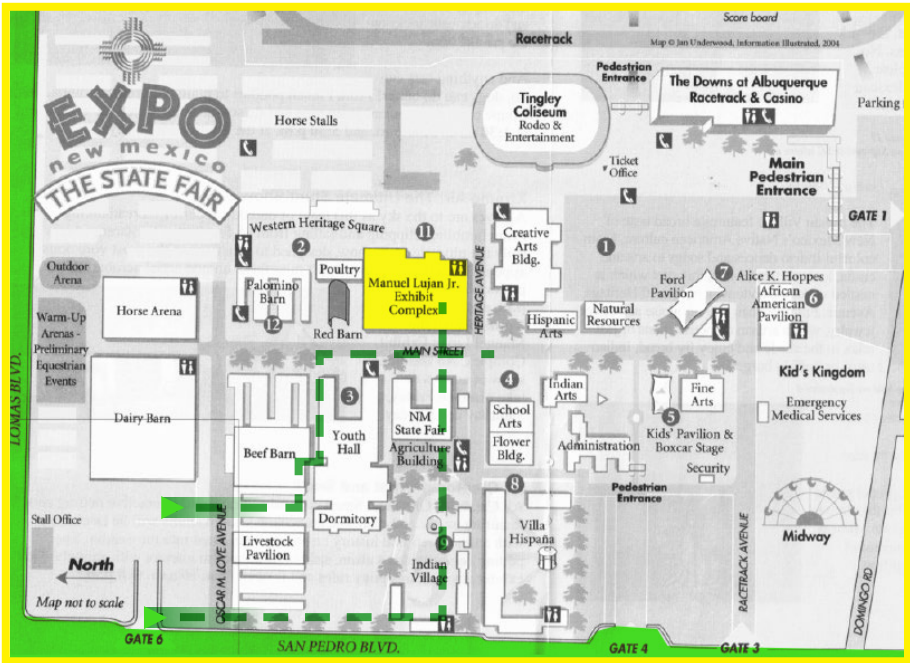
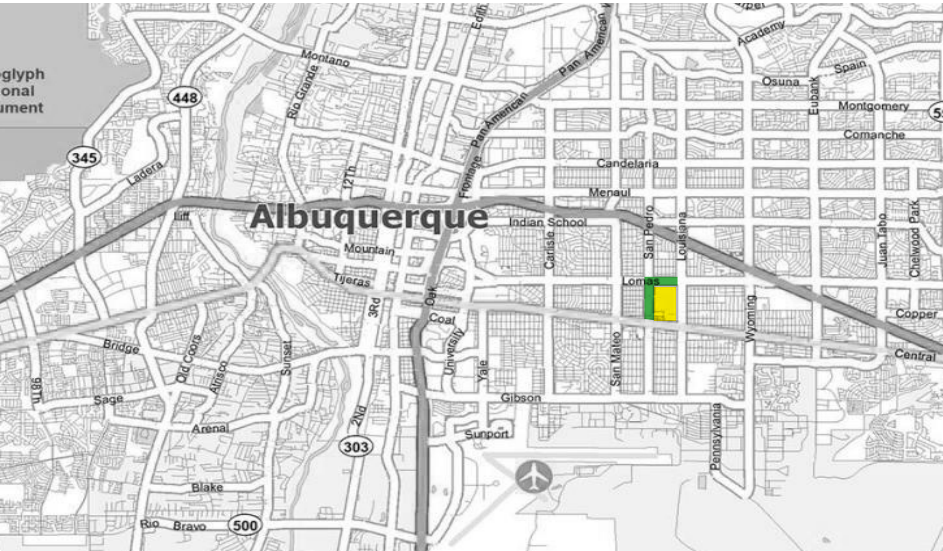
Open Viewing



COLORED FABRIC DRAPED BOOTH



PLEASE DO NOT START DISMANTLING YOUR BOOTH UNTIL 4PM ON SUNDAY



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 3 PM on Sunday, AUGUST 23rd. 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 3 PM.

Exhibits should be dismantled and removed by 12 Noon Monday, AUGUST 24th. 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, AUGUST 24th.

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 New Mexico State Fairgrounds is 7.625%.

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

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

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

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

Green Tree Inn and Suites
2120 Menaul Blvd.
(505)884-0250
Hampton Inn – University/Midtown
2300 Carlisle NE
Albuquerque, NM 87110
(505)837-9300

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

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

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

ALBUQUERQUE HOME IMPROVEMENT & DESIGN SHOW

MANUEL LUJAN BUILDING

EXPO NEW MEXICO

QUICK REFERENCE GUIDE

Carpet/Electrical	Page 6
Check-in Instructions	Page 2
City & State Tax Requirements	Page 7
Exhibit Display Policy	Page 4
Show Set-up Hours	Page 2
FAQs and Answers.....	Page 9
Included With Your Booth.....	Page 3
Location of Show.....	Front Cover
Maps	Page 5
Move In (Unloading)	Page 3
Music in Booth	Page 7
No Posting	Page 6
Parking Passes	Page 2
Removal of Exhibits	Page 6
Security	Page 3
Shipments to the Show	Page 6
Show Decorator.....	Page 3
Show Clean-up	Page 6
Show Dates	Front Cover & Page 3
Show Hours.....	Front Cover & Page 3
Vehicles in Booth.....	Back Cover

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. PLEASE DO NOT START DISMANTALING YOUR BOOTH UNTIL 3PM ON SUNDAY

(See Page 2)

Q: Who is the show decorator?

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

(See Page 3)

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: 7.625% is the current tax rate at the New Mexico State Fairgrounds.

(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 building, 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
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