

## Alcohol

EXPO New Mexico has an exclusive contract with an alcoholic beverage provider for all events take place on the grounds. Any event can make arrangements to have alcoholic beverage service by contacting our Concessions Department at 505-222-9737. **Absolutely** no other alcohol may be dispensed, consumed or brought onto EXPO New Mexico property. It is the responsibility of the Event Promoter to ensure that all exhibitors, participants and event attendees understand that only alcohol purchased from our alcohol beverage provider can be consumed on our grounds. EXPO NM retains all revenue collected.

Please note that **all** events serving alcohol are required to have Security and/or State Police present. EXPO New Mexico reserves the right to determine such staffing. All charges will be reflected on the Event Settlement and paid for by the Event Promoter.

## Booking Procedures

EXPO New Mexico has a policy of first right of refusal on facilities and dates for existing, recurring clients. However, as with other facilities, there are times when a larger or national non-recurring event will choose Albuquerque as the host site. Events of this size will book early enough in advance that recurring clients will have the opportunity to seek alternative dates, if necessary.

## Cancellation/Amendment(s)

Any cancellations or amendments of a fully executed contract will result in the following actions taken.

- **121 days or more prior to scheduled move-in:**  
100% refund of payment(s) made, less the \$75 administrative fee.
- **120 to 60 days prior to scheduled move-in:**  
50% of the total contract amount will be retained if already paid, plus the \$75 administrative fee. If 50% of the contract amount has not been collected within this time frame, then 50% of the contract total, plus the \$75 administrative fee will be owed.
- **59 days or less prior to scheduled move-in:**  
100% of the contractual amount will be owed, plus the \$75 administrative fee.

## Concessions

EXPO New Mexico reserves **all** food concession rights. No one may sell, dispense food or beverage at EXPO New Mexico without a contract from the Concessions Department. This includes selling or giving out of bottled water. Exclusive concessionaires in Tingley Coliseum, Lujan Exhibit Complex and the Flea Market provide food and beverage service and will be opened for **all** events held in these venues. Any food/beverage operator wishing to service an event in any capacity scheduled at EXPO New Mexico, must file an application



with the Concessions Department at least two weeks prior to the scheduled event. Vendors without a signed contract with the Concessions Department are not allowed to conduct business.

Please contact the Concessions Department for additional information about any of the above-mentioned Concession Policies at 505.222.9737.

## Contract

Upon mutual agreement on facilities and dates, a contract will be issued. A copy of the contract will be emailed to the applicant for signature. The emailed copy must be signed within (7) days and a payment must be sent within (5) days of the contract being fully executed or a late fee of \$75.00 will be assessed. A fully executed copy will be emailed to the applicant upon signature of the EXPO New Mexico General Manager.

## Contract Changes

Any changes (to date, building, etc.) or cancellation of a fully executed contract will result in an administrative fee of \$75.00, plus other fees if applicable.

## Damage Deposit

A damage deposit must be submitted for the rental of our facilities as specified in the contract, (30) days prior to the scheduled event(s). After the conclusion of your event, the facility is to be returned to its initial condition prior to rental with the exception of standard cleaning, i.e.: sweeping, mopping and the cleaning of restrooms. Should any additional cleaning be necessary or should there be any damages to the facility, the cost for such shall be billed and subtracted from the deposit. The damage/cleaning deposit or unused portion thereof may be refunded no later than thirty (30) days following the event. Should damage and additional cleaning costs exceed deposit amount, payment for such charges must be made no later than (30) days following the event.

## Electrical Requirements

For trade shows and fairs with exhibitors, each exhibitor will either be charged for their electrical usage, or a flat fee will be applied for the entire event and applied to the final settlement. Many events have unique electrical requirements. Should an event have special electrical needs, there will be an additional charge to cover the resulting power and labor costs.

## Event Coordinator

An Event Coordinator will be assigned to your event approximately three (3) months prior to your event move in date. This person will be your contact for assistance with:

- Questions regarding layout
- Electrical requirements
- Equipment requests
- Sound requirements
- Security needs
- Event cost estimate
- Any other aspects of event operation relative to EXPO New Mexico services.

Your Event Coordinator is your link to the other departments at EXPO New Mexico to make sure all your requests are handled in a timely manner. Communicating your needs to the Event Coordinator prior to the event will help your event run smoothly. The Event Coordinator is available before, during and after the event.

## Facility Rental Hours & Usage

Facility rental hours are from 7:00 am to 11:59 pm. Move in/out days may be scheduled and will be billed based on time needs. A full day move in starts at 8:00am and must conclude by 7:00pm and will be charged at one-half the daily facility rental rate. A partial move in day starts at 3:00pm and must conclude by 7:00pm and will not be assessed a charge if move in takes place within the (4) hour allowance. Support staff, including your assigned Event Coordinator will be available only until 7:00pm on move in days.

Any facility usage beyond the contracted dates will be billed at the appropriate rate; such usage must be approved in advance. EXPO New Mexico assumes no responsibility for any items (such as personal articles, equipment, merchandise, etc.) brought onto the grounds or after the contract dates expire.



## Feed Store

EXPO New Mexico features an on-site feed store, 4-W Feed, at which a variety of feed, hay and shavings may be purchased. Please contact the feed store directly for hours and pricing at 505.934.2681.

## Fire Marshal/Licenses

All events must comply with all federal, state and local requirements. Events must submit a copy of the booth/floor layout no later than (14) days prior to the event for Fire Marshal approval. Certain events may require review and approval by an independent safety consultant to ensure compliance with Fire Code and Life Safety Regulations. Such review shall be at the discretion of EXPO New Mexico and shall be billable to the event client.

## Insurance

All events require proof of insurance as follows: Lessee must maintain General Liability Insurance coverage in the amount of \$1,000,000.00 per occurrence with the New Mexico State Fair named as an Additional Insured on the policy. A copy of the insurance certificate must be provided to EXPO New Mexico at least thirty (30) days prior to the scheduled event.

## New Mexico State Fair - The Biggest Show in New Mexico!

Please note that the New Mexico State Fair takes place at EXPO New Mexico in September for eleven days. No buildings or areas will be available during this time. Some buildings will not be available before or after the Annual Event due to Fair set-up and tear-down.

## Operations

As part of your event rental, the EXPO New Mexico Operations Department provides the following services:

- Standard building cleanup before, during and after event
- Parking lot and grounds cleanup
- Building attendants during event to maintain restrooms & perform event cleanup as needed

If requested through the Coordinator, the EXPO New Mexico Operations Department will provide services for your event such as additional labor, set-up of tables and chairs, etc., at an additional cost.

## Parking

Each contracted event is provided with five free parking passes. Additional parking passes for event staff and exhibitors may be purchased through the Events Office at least one week prior to the event. Pricing per parking pass will vary based on when they are ordered. All vehicles entering without a parking pass will be subject to the standard parking fee with no in/out privileges. EXPO New Mexico reserves the right to change parking fees at any time. Parking passes are valid only for designated parking areas.



## Payment Schedule and Procedures

First payment is due within (5) days of full contract execution. A second facility rental payment is required thirty (30) days prior to the event. The balance of all expenses, including the final facility rental fee, tables, chairs, stage, bleachers, audio services, security, electrical work and any other services or rentals is due within (48) hours of final event day. Any payments not made by their due date will be assessed a late charge and will be listed on the event contract. EXPO New Mexico reserves the right to ask new clients for the facility rental payment upfront, as well as all estimated costs in advance. Damage deposits are due no later than thirty (30) days prior to an event. All credit card payments will be assessed a 3% processing fee.

## Safety and Emergency Services

Large events are required to have emergency medical service (EMS) for patrons. If your event requires additional EMS, an Ambulance or Fire Truck standby, these services may be ordered through your Event Coordinator. EXPO New Mexico reserves the right to charge clients for all Public Safety services, including but not limited to EMS, Ambulance, Fire Department, Life Safety Consultation and State Police, required at its discretion for any event. Prices for these services are determined by the service providers and an estimate will be given prior to the event.

## Security/State Police

EXPO New Mexico maintains security on the grounds at all times. Should your event require additional security, your Coordinator will assist you in determining the level of service, number of personnel and hours scheduled. Security may be ordered at an additional charge utilizing the following options and will be added to the Event Settlement Invoice. New Mexico prohibits the possession of deadly weapons on the fairgrounds. NMAC 4.3.1.19(A) provides, "No person shall enter the New Mexico state fairgrounds bearing or otherwise possessing any deadly weapon, whether concealed or not." However, we have previously permitted various exceptions to this prohibition pursuant to NMAC 4.3.1.19(C), such as for exhibitions of weapons for demonstration or sale or for ancillary use in livestock shows. Effective immediately, we will no longer be providing any discretionary exceptions to NMAC 4.3.1.19(A)'s prohibition, except for peace officers in the performance of their official duties pursuant to NMAC 4.3.1.19(B).

- Unarmed Uniformed Guard, Peer Level Guard (also known as T-Shirt Security), Armed Uniformed Guard
- New Mexico State Police Officer



## Set-up

All set up and floor plans need to be provided to your Event Coordinator at least (14) days prior to the event for submission and review by the State Fire Marshal's Office to ensure compliance with all public safety and fire codes. All layouts must include specific electrical needs for the event. In addition, layouts must leave space around electrical panels and fire suppression equipment.

Decorations and signage may be used on the Premises only if affixed with low adhesive tape and no damage is caused to the building. Any tape that is not low-adhesive, staples, pins, thumbtacks, nails or similar devices are not allowed. Any damage will result in a charge for repair and/or cleanup.

## Sound/Noise Levels

Any musical entertainment must end by 11:00 pm for all indoor events and by 10:00 pm for all outdoor events taking place at EXPO New Mexico. EXPO New Mexico reserves the right to monitor sound levels in accordance with the City of Albuquerque Sound Ordinance. Should sound levels be too loud, clients must comply immediately with requests to reduce the volume.

***\*For horse events, stall paging before 7:00am is prohibited. \****

## State Holidays

Should a scheduled event require staff on state recognized holidays, additional overtime charges may apply.

## Ticket Takers/Ushers/Ticket Sellers

EXPO New Mexico can provide ticket takers, ushers and ticket sellers to staff events. Use of EXPO New Mexico ushers are required for all events at Tingley Coliseum and arrangements for such will be scheduled through your Coordinator. This labor cost will be added to the Event Settlement Invoice.