



# Rental Information Policies and Procedures Guide



For more information about booking an event, please contact  
J.R. at 505-222-9735 or [joseph.laberge@state.nm.us](mailto:joseph.laberge@state.nm.us)

**Michelle Lujan Grisham**  
Governor of New Mexico

**Dan Mourning**  
EXPO NM General Manager

## **STATE FAIR COMMISSION**

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Eric Serna, Santa Fe

### **Secretary - Treasurer**

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**[www.exponm.com](http://www.exponm.com)**

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Telephone: 505-222-9700



### Alcohol

EXPO New Mexico has an exclusive contract with an alcoholic beverage provider for all events that 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.

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.

### 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

Any cancellations 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. 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. 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.

### 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 will 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.

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### 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.

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### Event Coordinator



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

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

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 itself.

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### 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 at one-half the daily facility rental rate. 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.

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### 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.

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### Fire Marshal/Licenses

All events need to 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 insure 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.

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### 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.

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### 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.

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### 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
- COVID safe practices will be followed according to Federal and State guidelines
- 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.

The Operations Departments hours are from 7:30 am – 4:00 pm Monday –Friday. Service requests received by the Coordinator after these hours will be filled the next day depending on staff availability.

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## **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.



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## **Payment Schedule and Procedures**

First payment (50%) is due within (5) days of full contract execution. A second (25%) 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 on the final day of the event. EXPO New Mexico reserves the right to ask new event clients for (75%) of 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. Please review the event estimate in advance and understand that costs are often subject to change and that not all costs are foreseeable. All credit card payments will be assessed a 3% credit card processing fee.

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## **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.

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## **Security/State Police**

EXPO New Mexico maintains security on the grounds at all times. Should your event require additional security, your Event 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.

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

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## **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.

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## **Sound/Noise Levels**

Any musical entertainment must end by 11:30 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.

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## **State Holidays**

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

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## **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 is 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.

## Services

ORDERS RECEIVED LESS THAN 30 DAYS IN ADVANCE CAN RESULT IN AN ADDITIONAL 15% SURCHARGE.

AMBULANCE	\$140.00 per hour plus one hour travel time.
ARENA DIRT/WATER WORK <i>(All arenas are made available watered &amp; worked once at the start of event day as part of the facility rental)</i>	\$125.00 for a half day (until 1:00pm) \$250.00 for a full day (until 6:00pm) \$25.00 for any additional hours
DIGITAL BILLBOARD ADVERTISING	Prices available upon request
EMS	\$41.00 per hour per EMT plus one hour travel time per EMT.
INTERNET/WIFI	Prices available upon request
LABOR – GENERAL	\$18.00 per hour
TRADES	\$29.00 per hour
NEW MEXICO STATE POLICE	\$50.00 per hour per officer plus one hour travel time per officer
PARKING PASSES- <b>(NO REFUNDS OR RETURNS ALLOWED)</b>	\$3.50 each/per car per day when ordered in advance of event. \$4.00 each/per car per day when ordered within (7) days of move in.
RV RATES - Full Hook-up Dry Camp <i>(All RV parking, including location, is at the discretion of EXPO NM)</i>	\$40.00 per night with electric, water, sewer (based on availability) \$30.00 per night without hook-up
SECURITY - Peer or Uniform Level Armed Level	\$18.75 per hour per guard (Jan-Jun)    \$18.95 per hour per guard (July-Dec) \$27.15 per hour per guard (Jan-Jun)    \$28.75 per hour per guard (July-Dec)
SHUTTLE CART SERVICE	\$20.00 per cart per hour
STAGE LABOR	Estimate available upon request
TICKET SELLERS	\$16.00 per hour per person
TICKET TAKERS & USHERS	\$13.50 per hour per person \$16.00 per hour per Supervisor



## Equipment (upon availability)

ANY EQUIPMENT NOT LISTED MAY BE AVAILABLE UPON REQUEST AND WILL INCUR CHARGES

A-FRAMES	\$5.00 each
BIKE RACK	\$5.00 each
BLEACHERS - 50 seat 210 seat	\$50.00 each \$200.00 each
CAGES	\$2.00 per cage (optional \$1.50 per cage set-up fee)
CHAIRS - Metal Padded Padded Ganging- TINGLEY ONLY	\$0.75 each (optional \$.50 per chair set-up fee) \$1.00 each (optional \$.50 per chair set-up fee) \$1.50 each (optional \$.50 per chair set-up fee)
ELECTRICAL BRIDGING (CABLE COVERS- 3' LONG X 1.5' WIDE)	\$10.00 each
FENCING - CHAIN LINK	\$1.50 per linear foot
FORK LIFT WITH OPERATOR	\$70.00 per hour
GLASS DISPLAY CASES - SHORT CASE – 6' x 4' TALL CASE – 4' x 8'	\$20.00 - locks to be provided by Client \$25.00 - locks to be provided by Client
LATTICE	\$10.00 per 8' section
PEDESTALS (WOODEN)	\$4.00 each
PEG BOARDS	\$5.00 each
PODIUM	\$10.00 each
LIVESTOCK PORTABLE PANELS - 10 FT. OR 12 FT. PIPE	\$15.00 per panel with setup \$10.00 per panel rental
PORT-A-COOLS	\$25.00 per day
SAND BAG	\$2.00
STAGING	\$30.00 per 8' x 4' section
STAKING FEE	\$750.00 per lot
STANCHIONS	\$5.00 each
TABLE - 6' FOLDING 8' FOLDING 60" ROUND (LIMITED QUANTITY) 72" ROUND (LIMITED QUANTITY) PICNIC	\$6.00 each (optional \$1.50 per table set-up fee) \$7.00 each (optional \$1.50 per table set-up fee) \$7.00 each (optional \$1.50 per table set-up fee) \$8.00 each (optional \$1.50 per table set-up fee) \$10.00 each
TICKET BOOTH	\$50.00 each

## Exhibit Halls for Large Trade Shows or Exhibitions

\*Square footage is approximate

### CREATIVE ARTS BUILDING

Features	29,282 sq. ft., roll up door
Price	\$1,980.00 per day
PA	\$85 per event

### LUJAN EXHIBIT HALL A

Features	26,492 sq. ft., office, roll-up door, permanent concessions
Price	\$1,815.00

### LUJAN EXHIBIT HALL B

Features	28,084 sq. ft., office/meeting room, roll up door, permanent concession
Price	\$1,815.00

### LUJAN EXHIBIT HALL C *Only available with the rental of Exhibit Hall B*

Features	7,560 sq. ft., office
Price	\$400.00 per day



-PA system available for Lujan A, B & C Halls- Pricing is per day: 1 Hall: \$90.00, 2 Halls: \$120.00, 3 Halls: \$150.00

## Halls for Small Trade Shows or Exhibitions

### AFRICAN AMERICAN PAVILION

Features	3,894 sq. ft., bar area, outdoor patio, outdoor stage
Price	\$700.00 per day

### DAIRY BARN ANNEX

Features	6,900 sq. ft., roll-up door, restroom, office/storage/prep area
Price	\$800.00 per day

### FLOWER BUILDING

Features	5,841 sq. ft., office/prep area
Price	\$600.00 per day

### SCHOOL ARTS BUILDING

Features	9,480 sq. ft., roll up door, track lighting
Price	\$900.00 per day

### LEON HARMS YOUTH HALL

Features	7,344 sq. ft., bar area, kitchen, and courtyard
Price	\$1,210 per day for Main Hall includes kitchen (as is)

### YOUTH HALL DORMS

Features	Courtyard, office
Price	\$7.50 per person per day, minimum of 25 people

## Galleries for Art Exhibitions

### FINE ARTS GALLERY

Features	5,265 sq. ft., foyer, 8 rooms, security alarm
Price	\$825.00 per month- <i>Art Shows Only</i> \$350 per day

### HISPANIC ARTS BUILDING

Features	6,230 sq. ft., unique design, track lighting
Price	\$725.00 per month- <i>Art Shows Only</i> \$350 per day

## Lots for Parking & Outdoor Festivals

\*Square footage is approximate

Please note there is a non-refundable staking fee per lot for the use of stakes to secure tents or fencing.

### BOLACK PARKING LOT

**Features** 12,222 sq. ft., 194' x 63'  
**Price** \$200.00 per day

### CORNER LOT (SE CORNER OF HERITAGE AVE. & AVE. OF MAIN ST).

**Features** 12,276 sq. ft., 132' x 93'  
**Price** \$200.00 per day

### CREATIVE ARTS PARKING LOT

**Features** 32,000 sq. ft., approximately 160' x 200', 165 spaces + 38 handicapped spaces  
**Price** \$675.00 per day

### KIDDIE LOT

**Features** 14,100 sq. ft., 150' x 94'  
**Price** \$200.00 per day

### LUJAN PARKING LOT

**Features** 18,606 sq. ft., located East of Lujan Complex  
**Price** \$440.00 per day

### MIDWAY AREA

**Features** Dimensions are 489' E, 410' W and 592' N-S  
**Price** \$1,650.00 per day

### RED BARN

**Features** 3,492 sq. ft., covered  
**Price** \$250.00 per day

## Outdoor Venues for Street Fairs, Picnics and Small Concerts

### ADMINISTRATION LAWN

**Features** 15,650 sq. ft. grass area, fountain (seasonal)  
**Price** \$825.00 per day

### BOX CAR STAGE & LAWN

**Features** Stage size approximately 30' x 32'  
**Price** \$925.00 per day

### HERITAGE AVE. (EAST OF MAIN STREET OR WEST OF MAIN STREET)

**Features** Street in front of Lujan Hall A and Creative Arts OR Street in front of School Arts/Flower Building  
**Price** \$325.00 each, per day

### INDIAN VILLAGE

**Features** Stage size approximately 43' x 33' stage, 50' x 100' earth dance area  
**Price** \$825.00 per day

### MAIN STREET (RACETRACK AVE. TO HERITAGE AVE. OR HERITAGE AVE TO LOVE AVE.)

**Features** Street in front of Admin Lawn or Street in front of Lujan Complex  
**Price** \$925.00 each, per day

### THE PAVILION

**Features** 14,018 sq. ft., 227 space parking lot, office/dressing room, restrooms, 1,000 person capacity  
**Price** \$1,100.00 per day

### VILLA HISPANA

**Features** 340' x 144' grass area, stage size approximately 35' x 30', office/dressing room space  
**Price** \$1,100.00 per day



## Horse and Livestock Areas for Shows & Sales

\*Dirt work is provided once per event rental day

### BEEF BARN ARENA

**Features** 152' x 114' arena  
**Price** \$350.00 per day

### BEEF BARN WINGS

**Price** \$330 per day

### DAIRY BARN

**Features** 150,420 sq. ft. covered building, 110' x 230 arena (can be reconfigured or removed – additional labor charges will apply), offices, no water available during winter, not heated, 1 outdoor warm-up arena, when available.  
**Price** \$725.00 per day

### INDOOR HORSE ARENA

**Features** 51,000 sq. ft. building, 117' x 246' arena, covered paddock, bleacher seating for 1,800, announcer's stand, two offices, glass display cases, PA system (see charges below), includes 1 outdoor warm-up arena, when available  
**Price** \$775.00 per day

### LIVESTOCK PAVILION

**Features** Main Show Ring 70' x 45', Middle Ring 60' x 45', South Ring 30' x 45', includes bleachers, no water available during winter, pens must be cleaned following show or a \$5.00/pen charge will be assessed  
**Price** \$275.00 per day

### OUTDOOR HORSE ARENA

**Features** 125' x 264' arena, covered bleacher seating for 200, lighted, enclosed 10' x 10' judges stand, PA system, includes 1 outdoor warm-up arena when available. *\*This is only available for rental in conjunction with the rental of the Indoor Horse Arena or the Dairy Barn! \**  
**Price** \$325.00 per day

### MISCELLANEOUS FEES FOR HORSE AND LIVESTOCK SHOWS

**Day-Trip Fee** \$15.00 each per day if collected by EXPO  
\$10.00 each per day if collected by event

**Dirt/Water Work** \$125.00 for a half day (until 1:00pm)  
\$250.00 for a full day (until 6:00pm)  
\$25.00 for any additional hours

<b>PA Charges</b>	\$60.00 for one day	\$150.00 for five days
	\$82.50 for two days	\$172.50 for six days
	\$105.00 for three days	\$195.00 for seven days
	\$127.50 for four days	\$240.00 for eight days

**Rodeo Chutes & Pens** \$3,600 flat fee

**Roping Event Flat** \$700 per day- includes all day-trippers, contestant parking, arena tractor work, arena sound system, standard roping setup and cattle troughs.

**Stall Rates** \$15.00 each per day if collected by EXPO  
\$10.00 each per day if collected by event

**Tack Room** \$15.00 each per day if collected by EXPO  
\$10.00 each per day if collected by event

Parking is not allowed in areas designated as no parking areas. Vehicles and trailers belonging to Event staff, participants and exhibitors may park in the Gate 6 Lot at the northwest corner of the grounds. Parking is allowed in the shed rows and stall areas but only on the one side that is not labeled "No Parking". RV's must park in designated spaces and such spaces are at the discretion of the Fair. Event staff, participants and exhibitors must abide by all Fire Code regulations at all times.



# **Tingley Coliseum**

\*Square footage is approximate

## **Capacity**

Grandstands: 9,286  
Floor seating: 2,500  
Floor standing: 2,000

All capacities and seating plans are subject to prior approval by the New Mexico State Fire Marshal.

## **Features**

28,500 (112' x 250') sq. ft. on floor  
6 rooms available for dressing rooms (3 with showers) and/or offices  
1 Catering room/prep area  
1 Medical room on the South end  
Permanent concessions located in both the East and West corridors  
4 loading doors - 2 on North end (15' x 16') and 2 on the South end (13' x 21')  
A standard 60' x 40' stage can be made available for an additional cost of \$1,700.00.  
*Access to the stage on North end requires a height clearance of 14'.*

## **Pricing**

Rental of Tingley Coliseum is \$5,500.00 per day. The facility fee is determined by the number of consecutive shows in Tingley Coliseum.

1 show:	\$2.00 per ticket sold
2 shows:	\$1.00 per ticket sold
3 shows:	\$0.50 per ticket sold

## **Show power**

1 – 600 AMP, 3 Phase, 208 Volt  
1 – 400 AMP, 3 Phase, 208 Volt  
1 – 200 AMP, 3 Phase, 208 Volt  
Additional power: 1 –200 AMP, 3 Phase, 208 Volt in catwalk

## **Stage Labor**

NRG Services is contracted to provide all stage labor needs for EXPO New Mexico.

## **Spot Lights/House Lights**

Six Super Trooper Spotlights that accept the regular super frame are available for use with rental of the Coliseum at no additional charge. Operator not included.

## **Standard Dirt Fee**

A standard dirt fee of \$6,000.00 is charged for all events requiring dirt footing. This fee covers the labor and equipment required to bring in and remove approximately 1,064 yards of dirt. Additional dirt needs or dirt work may incur additional charges, please inquire for specific needs.

## **Specialty Staffing**

Box Office Manager	\$30.00 per hour per person
Box Office Staff	\$16.00 per hour per person
Parking Attendants	\$13.50 per hour per person
Ticket Takers	\$13.50 per hour per person
Ushers	\$13.50 per hour per person