



## EXHIBIT SHOW GUIDELINES

The ACC boasts 166,000 square feet of exhibit space and is the ideal venue to accommodate your trade show, poster sessions, or consumer show. This section will provide you guidelines specific to these events. Please share these guidelines with your designated General Service Contractor (GSC)

### **Exhibit and Registration Floor Plan Approval**

1. Detailed floor plans are required for exhibit and registration areas and any other special activities located in the exhibit hall, meeting rooms, ballroom, or public areas. Use of all lobby or common areas is controlled by the Center and will permit use to such areas as it deems appropriate. Please coordinate lobby use with your Event Coordinator/Manager.
2. Twelve (12) months prior to move-in or prior to the final sale, lease or assignment of any exhibit space, Licensee shall submit a copy of proposed floor plan, drawn to scale, to Center for City of Albuquerque Fire Marshal Office's review and approval.
3. The Center will submit proposed floor plans to the Fire Department, and upon approval, will forward approved copy to Licensee.
4. Any necessary changes in the proposed floor plan will be forwarded to Licensee by the Center, and Licensee must submit revised floor plan.
5. The proposed floor plan submitted for approval must include the following:
  - a. Show title, contracted dates, draftsman's company name and address, service contractor name and address.
  - b. Booth configurations drawn to scale, including base dimensions, heights and locations
  - c. Aisle locations and dimensions. Aisle shall be a minimum of 8 feet wide and cross aisles at a minimum of 10 feet wide.
  - d. Location and dimensions of all fixtures including, but not limited to, stages, risers, registration areas, lounge areas, entertainment areas, etc.
  - e. Location of all exits.
  - f. Location of all permanent and temporary concession and novelty stands.
  - g. Location of all fire safety devices including extinguisher and alarm stations.
  - h. Location of all primary entrances.
  - i. Locations and dimensions of all service desks including space allocations for service desks operated by the Center.
  - j. Location and dimensions of service contractor storage areas or "bone yards".
  - k. Distinction between pipe and drape and hardwall.
6. A copy of the final approved floor plan is due no later than thirty (30) days prior to move-in and is to be displayed in the service contractor's service area or office.
7. The decisions of the City of Albuquerque Fire Marshal Office are final.

### **Exhibit Hall and Loading Dock**

1. No vehicles will be allowed in dock areas, exhibit halls, etc without advance approval by the Center.

2. No parking, tow away zones and other restricted areas will be strictly enforced and vehicles will be towed at the owner's expense.
3. Move in and move out periods/activities must be planned in writing and submitted for approval by the Center.
4. Scheduling of dock offices, storage areas, etc. must be approved by the Center.
5. Individuals exhibiting behavior indicative of intoxication or use of a "mood altering" substance will be expelled from the Center premises.
6. Vehicles are to be operated in a safe and prudent manner. Any actions including speeding, erratic driving, etc. deemed unsafe by the Center are to be stopped at once. Failure to adhere to the Center's direction will be grounds for ejection from the premises and possibly suspension of work privileges in the Center.
7. No refueling of vehicles is permitted within fifty (50) feet of the Center.
8. At no time may exit doors be blocked or obstructed with freight, equipment, display material, trash or unattended materials.
9. No glass containers are permitted on the exhibit floor, in meeting rooms or ballrooms without the prior written approval of the Center.
10. Dock utilization schedules must be submitted to the Center and the Center at times may require changes in the proposed schedules to allocate specific space to different events.
11. All freight deliveries to the Center must be shipped on designated move-in/out days and must be to the attention of the service contractor. The Center cannot accept freight deliveries on behalf of Licensee, service contractors, exhibitors, etc. The Center will not accept C.O.D. deliveries.
12. The Center will not assume responsibility or liability for freight left on the premises following the conclusion of the move-in/out. Freight left in the Center will be disposed of at Licensee's expense.
13. The Center will not assume responsibility or liability for banners left on the premises following the conclusion of the event.
14. Licensee is responsible for informing all parties of Center's freight policies.
15. Providing mechanized equipment for off-loading and loading freight/exhibits, etc. is the responsibility of the Licensee and at the Licensee's expense. Mechanized equipment that is the property of the ACC will not be used by the Licensee, their sub-contractors or anyone associated with the Licensee's event for any purpose, unless permission has given, in writing, by the ACC.

### **Electrical & Utility Services**

1. The ACC is the exclusive provider of electrical services and other utilities in the Center. We offer electrical power, water service, drainage, compressed air and natural gas in all our exhibit halls.
2. Please advise your Event Coordinator/Manager of your show's General Service Contractor (GSC) immediately after designation. The Center's Exhibit Services Manager will work closely with your GSC to ensure the Center's electrical and utilities order form are included in the show's exhibitors kit.

3. A complete exhibitor list with contact information is due to your Event Coordinator/Manager no later than thirty (30) days prior to move-in. This will allow the Center's Exhibit Services Manager to follow-up with your exhibitors to ensure their electrical and utility needs are ready for them upon move-in.
4. Exhibitor electrical and utility orders are required no later than five (5) business days prior to move-in. Orders received after this date is subject to a service fee.
5. Only UL-approved extension cords may be used for electrical connections and can be ordered through the Center.
6. The Center will maintain an Exhibitor Services desk during exhibitor move-in hours to provide assistance to your exhibitors.
7. Please contact the Center's Exhibit Services Manager at 505-768-3863 for additional assistance on exhibitor electrical and utility services.

### **Exhibit Hall Security**

1. The Center maintains a twenty-four (24) hour security force responsible for monitoring the facility perimeter, interior public, traffic flow in such areas, and the Center's life safety system. The activities of the security personnel cannot be restricted by activities of the Licensee.
2. Licensee is responsible for event staff in all areas specifically leased to the Licensee including exhibit halls, meeting rooms and other areas.
3. The Center may require Licensee to provide minimum levels of event staff coverage in any leased space and other areas (i.e. docks, public access areas, registration areas, etc.). Such coverage will be at Licensee's expense.
4. No doors may be chained or otherwise locked without the written approval of the Center. No doors can be chain locked when area is occupied.
5. All proposed event staff arrangements must be provided by a vendor from the Center's approved list. Security arrangements are subject to the Center's approval and the proposed schedule must be submitted to your Event Coordinator/Manager no later than two (2) weeks prior to move-in.
6. Use of armed guards, or any other security equipment, is prohibited without the written consent of the Center.

### **Food Shows**

1. **Ice & Water Services.** Water service for chafing dishes and pitchers may be obtained through restrooms or through a water source designated to the show by the Center. Concession and kitchen areas may not be used without the approval of the Center. Water service requiring a line connection must be ordered through Exhibit Services at 505-573-3863 or via our website at [www.albuquerquecc.com](http://www.albuquerquecc.com). Ice service is exclusively provided by the Center's in-house food services department. Please contact Aramark at 505-573-7855 to set up this ice service in advance.
2. **Trash Disposal.** The trash generated by exhibitors and general housekeeping of the exhibit area is the responsibility of exhibitors and/or the show's general service contractor. The Center will designate an area where show trash can be properly disposed at. Disposal of food items in restrooms sink/toilets, concessions areas and in public trash receptacles is strictly prohibited. In the event trash is not properly disposed of, clean-up fees may apply.

3. **Grease Disposal.** Grease disposal can be arranged through Aramark or through the show's general service contractor. Please contact Aramark at 505-573-7855 to set up this service in advance. Grease disposal in restrooms sinks/toilets, concession areas and in public trash receptacles is strictly prohibited. In the event grease is not properly disposed of, clean-up fees may apply.
4. **Sampling.** Sampling portions of food and non-alcoholic beverage is limited to no more than 2 oz. "bite size" portions. Sample items must be products manufactures, processed or distributed by the exhibiting company and must be directly related to the participation in the event. Please contact Aramark at 505-768-3885 for further assistance related to food sampling.
5. **Permits.** It is the responsibility of the exhibiting company to secure all necessary licenses and permits required by the City of Albuquerque and the State of New Mexico.