



## EXHIBITORS RULES & REGULATIONS

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1. Smoking is strictly prohibited at all times in the Albuquerque Convention Center.
2. Utility services (electricity, water, plumbing etc. etc.) are exclusively provided by the Albuquerque Convention Center. Please use the form provided in your Exhibitor Service Kit. All utility service requests must be received five (5) working days prior to Exhibitor move-in to avoid late fees.
3. Painting of any kind within the Albuquerque Convention Center is strictly prohibited. Exhibitors may not glue, tape, tack, nail, screw or in any way affixed to any interior or exterior surface of the Center. Nothing may be attached to exhibit floor columns, even within booths and drilling is strictly prohibited.
4. Glitter, streamers and adhesive-backed (stick-on) decals are strictly prohibited and may not be distributed or used for any purpose within the Albuquerque Convention Center.
5. No outside food or beverage is allowed inside the facility. Please contact our exclusive Catering Department 505- 768-3885 for any food and beverage need.
6. Any Exhibitor interested in distributing food or beverage must be the manufacturer of said product or be exhibiting in a food or beverage or related industry show. Exhibitors must only distribute "bite size" samples of no more than two (2) ounces of food or non-alcoholic beverages. Exhibitor cannot participate in cash sales of said product during the show.
7. No collections or donations, whether for charity or otherwise, shall be made, attempted or announced without prior written approval by the Albuquerque Convention Center.
8. The Albuquerque Convention Center is not responsible for trash generated by the Exhibitor. The show will be provided a bulk trash receptacle in the loading dock for exhibitor's use.
9. Exhibitors are to have all proper licenses and permits required by the State of New Mexico and the City of Albuquerque. State of New Mexico Taxation and Revenue Department can be reached at 505-841-6200 and the City of Albuquerque Treasury Division 505-768-4611.
10. Please remember not to throw boxes or trash generated during show hours into the aisles. Aisle ways and exit ways must remain clear of any trash or debris and cannot be obstructed in any manner.
11. The exhibition hall air walls are covered with a delicate fabric. This fabric tears easily. Please contact show management for assistance.
12. All decorations and items within your booth must be fire-retardant in accordance to Fire Code. Please contact the show manager for further details.
13. No equipment, booths, signs, displays, or other items can block or obstruct any emergency phones, alarms, sprinkler valves, or hose connections.
14. All banners and signage must be hung by the show's General Service Contractors. Exhibitors may not hang banners or signage without approval from show management.

15. Vehicles may not be displayed without the prior written approval of show management. Any fuel-powered vehicle on static display must have the smallest possible amount of fuel, not more than 1/4 tank or 5 gallons whichever is less. The gas cap must be locked or sealed by tape; batteries must be disconnected. Vehicles may not be started, run or moved during event hours.
16. All fuel-powered motors to be run during show hours must have an exhaust system that will prevent any fumes from being emitted. Prior Albuquerque Convention Center approval is required. A Fire Watch may be required.
17. No open flame lighting devices may be used in the Albuquerque Convention Center without the advance written approval of the City of Albuquerque Fire Marshal. Please contact our Catering Department at 505-768-3885 to rental pre-approved candles.
18. Portable cooking equipment not flue-connected is permitted if equipment if fueled by small heat sources that can be readily extinguished by water, such as alcohol-burning and solid alcohol equipment. Proper precautions must be made to prevent ignition of combustible materials. Prior written approval of Albuquerque Convention Center is necessary.
19. No oils, combustibles, or any liquids other than water may be poured in the Albuquerque Convention Center drainage or sewer systems. No tools, machines, cookware, or other items may be emptied, washed, or rinsed in Albuquerque Convention Center restrooms. Cookware, dishes, utensils, etc., may not be filled from Albuquerque Convention Center restrooms or janitors' closets.
20. Exhibitors demonstrating or using cooking appliances must have at least one 2A10BC extinguishers in the booth at all times. Exhibitors demonstrating or using any appliance producing grease laden vapors (deep fryers, frying pans etc. etc.) must have at least one Type K fire extinguisher. Cooking appliances must be isolated from spectators by at least four feet or by a barrier between the appliances and the spectators. Use of cooking appliances requires prior approval of the Albuquerque Convention Center. No overnight cooking is allowed. For further questions regarding cooking, please contact the Albuquerque Fire Department – Fire Marshal's Office.
21. Loading docks are for loading and unloading only. All vehicles left in loading areas will be towed away at the owner's expense.
22. Loading in and loading out must be done through the designated loading docks assigned to show. Loading in and loading out through the Center lobbies is strictly limited to hand-carried items. Materials, which require the use two-wheeled (or more) apparatus must go through the designated loading dock area. Passenger elevators and escalators are designed for passenger use and not intended to carry the heavy weights.
23. The Albuquerque Convention Center cannot accept freight shipments or packages for exhibitors, show management, or its contractors at any time. Freight must be consigned through the designated General Service Contractor/Decorator. There are no exceptions to this policy.
24. Exhibitor-owned or leased vehicles are NOT allowed to drive on to the exhibit floor to unload or load without prior approval from show management. Access to the exhibit floor for tractor-trailer trucks, cranes, etc., must be arranged in advance through show management. The Albuquerque Convention Center does NOT provide carts, dollies, pallet jacks, labor etc., for exhibitors' use.
25. No items may be thrown at any time from your booth(s).

26. Helium-filled balloons are allowed in the Center only as part of a display, and must be securely fastened to the booth. Balloons may not be given out and must be used for décor only. Compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling, and must be removed from within the during all event hours.
27. All live animals are prohibited, with the exception of guide and service animals. Exhibitors wishing to display live animals as an integral part of an exhibit must get prior approval from show management. Waiver of this prohibition is contingent on description and number of animals, handler/trainer supervision, required insurance certificates, etc.
28. The Albuquerque Convention Center has a “no tipping” policy. No exhibitor, or contractor or representative of an exhibitor, may give any gratuities, tips, or gifts of any kind to any employee of the Center.
29. **The Albuquerque Convention Center is not responsible for Lost or Stolen Items.** Exhibitors should not leave valuables or personal items (laptops, purses, cameras, briefcases, etc.) on tabletops, behind booth drape, or in any unsecured areas of the exhibit. Please remove all such items from the building at the close of show each day. During move-out, please do not leave your booth unattended until all of your display materials have been packed and crated.
30. Specific to **FOOD SHOWS** or shows with food sampling, the following must be adhered to:

**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 our Catering Department at 505-573-7855 to set up this ice service in advance.

**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.

**Grease Disposal.** Grease disposal can be arranged through our Catering Department or through the show’s general service contractor. Please contact our Catering Department 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 trash is not properly disposed of, clean-up fees may apply.

**Your show’s Exhibitor Rules may prohibit certain of the services, features, or booth design elements outlined in these facility regulations. Please review the specific rules for your show for any prohibitions that may apply.**

Please address questions or comments concerning this Event Planning Guide to:
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Albuquerque Convention Center  
Attn: General Manager  
401 2nd Street NW  
Albuquerque, NM 87102  
Main Line: 505-768-4575  
Fax Line: 505-768-3239