



GENERAL SERVICE CONTRACTOR GUIDELINES

1. **Banners & Signage.** All banners and signage must be hung by contractor's staff or hired labor. Exhibitors are no allowed access to the catwalks to hang banners.
2. **Billing & Facility Use Application.** Contractors wishing to cover event-related expenses such as Center staffing, utilities, equipment rental, supplementary hall rental, damage, etc may do so with advance approval from the Event Coordinator/Manager.
3. **Boneyard & Crate Storage.** Center will assign, and Contractor's floor plans will indicate, boneyard/crate storage locations. Storage areas may not block access to any door, fire hose/extinguisher cabinet or pull-station. Contractor will respond to Center's reasonable requests for consolidation / cleanup of storage areas during the event. Pallets or other Contractor or exhibitor packing material left on property will be subject to a disposal charge.
4. **Carpet.** Show carpet will be properly stretched to eliminate uneven walking surfaces; and secured at edges and seams with double-sided gaffer's or other professional tape. Transitions between carpet and bare floor will also be taped down to minimize tripping hazard. Carpet overlap in show areas may not exceed two layers. Cord runs should be located wherever possible in non-traffic areas; and when run across traffic areas on or under carpet, marked with caution tape.
5. **Cleaning.** The Authorized Areas are turned over to the Licensee under a "clean hall to clean hall" policy. Licensee's contractor will be responsible for the cleaning of areas including, but not limited to, areas utilized for purposes of offices or registration, loading dock(s), any Exhibit Hall floor space that is utilized, trash left on the show floor and removal of floor tape.
6. **Damage.** Contractor is strongly encouraged to inspect the premises with the Center Event Coordinator/Manager to note any pre-existing damage. Client will be held liable for any damage caused by Contractor, unless Contractor requests and Center approves appropriate billing.
7. **Employee Identification.** Contractor employees must wear identification and/or proper uniform identifying their staff.
8. **Equipment Rental.** Center's equipment is available for Contractor's use at prevailing rental rates. Contractor agrees not to use or transport any equipment, supplies furnishings or other property belonging to the Center, or the City of Albuquerque, without the Event Coordinator/Manager's written permission.
9. **Event Coordinator/Manager.** The Center's Event Coordinator/Manager is Contractor's main contact for all aspects of the event. Contractor is expected to comply with Event Coordinator/Manager's requests and direction, particularly as to safety and security matters.
10. **Fire Exits, Hose/Extinguisher Cabinets, Pull Stations.** Contractor may not, or permit exhibitors to, obstruct or obscure visibility from show floor to any marked Fire Exit, Hose/ Extinguisher Cabinet, or Pull Station. Contractors agree to comply to all requirements set forth by the City of Albuquerque Fire Marshal Office.
11. **Fire Watch.** A Fire Watch may be required at City of Albuquerque Fire Marshal Office's discretion for events containing a high proportion of combustible materials; or which contain display vehicles.

12. **Food & Beverage.** Contractors should remind employees that outside food and beverages are not permitted in the Center at any time. We may arrange exceptions during move-in/out periods when the facility is otherwise dark. Please contact the Event Coordinator/Manager for prior approval.
13. **Freight.** All event-related freight must be addressed to Licensee or Contractor, and consigned through Contractor. Freight sent directly to the facility must arrive during the licensed period; and must be accepted and handled by Contractor. The facility will not accept freight addressed to the Center or Center staff, or which arrives prior to move-in day.
14. **Floor Plans and Fire Marshal Inspections.** Contractors will submit for Center and Fire Marshal approval detailed full-size, drawn-to-scale floor plan(s) for any area being used for exhibits, displays and registration, including permanently-carpeted areas no later than thirty (30) days prior to move-in. Plans will show aisle width, clearance from walls, doors and fire cabinets, location of boneyard/crate storage; and exhibit area layout.
15. **Insurance.** Service Contractors and Decorators must have current insurance certificate on file with the Facility.
16. **Loading Dock.** The loading docks are hazardous areas. Contractor will ensure employee attention to safety, trip-and-fall hazards etc. Where possible, equipment such as forklift attachments, carpet rolls, etc. should be stored in trailers and not on the dock.
17. **Loading In & Out.** Loading dock space shall be designated by the Event Coordinator/Manager. Contractor will be responsible for a dock marshal to control the load-in/out process, with its own personnel or trained personnel provided by a Center-approved vendor. Contractor will not permit loading in/out via front-of-house entrances with out the approval of the Event Coordinator/Manager.
18. **Parking.** Contractor employees will park in areas designated by Center. Please refer to the parking section of the Center's Operation Guidelines.
19. **Permanently-Carpeted Areas Used for Exhibits.** Carpets will be protected during load-in/out with thick plastic sheeting over any area traversed by forklifts, pallet jacks, or vehicles; to drop palletized items; or where plants or permitted plant matter will be placed. Forklift / equipment wheels will be protected by clean plastic booties when traversing unprotected carpeted areas.
20. **Safety.** Contractor will comply with Center safety regulations, including proper use of harnesses and other safety equipment and operator certification.
21. **Smoking.** The Center is a non-smoking facility at all times, including load-in/out periods. This is a matter of State law; and Contractors are strongly encouraged to observe and support this policy with their employees. Smoking is only permitted in designated areas of the Center. Please see the Event Coordinator/Manager for these designated areas.
22. **Staging and Marshaling Area.** Please contact the Event Coordinator/Manager for available staging and marshaling area related to your show.
23. **Sub-contractors.** Contractors are responsible under these Rules for the safety, conduct, and performance of their sub-contractors.
24. **Tape & Residue.** Only professional contractor's or gaffer's tape may be used on Center floor and wall surfaces. Duct tape, clear "cellophane" or packing tape is specifically prohibited. Licensee or Contractor as appropriate will be liable for cost of any work necessary to remove tape or residue.