



Rental Information Policies and Procedures Guide

For more information about booking an event,
Please contact the *Expo New Mexico Booking Office* at 505.222.9735.

300 San Pedro NE, Albuquerque, NM 87108

Telephone: 505.222.9700

P.O. Box 8546, Albuquerque, NM 87198

Fax: 505.266.7784

Website: www.exponm.com

Michelle Lujan Grisham
Governor of New Mexico

Dan Mourning
State Fair General Manager

State Fair Commission

Chairman

Larry Kennedy, Albuquerque

Secretary-Treasurer

David "Hossie" Sanchez, Belen

Members

Ruth Bitsui, Corrales

Xavier Jurado, Las Cruces

William Lee, Gallup

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.

Contract

Upon mutual agreement on facilities and dates, a contract will be issued. One copy of the contract will be mailed/e-mailed to the applicant. The copy must be signed and returned along with the specified initial facility rental payment. An executed copy will be returned to applicant upon signature of the Expo New Mexico General Manager.

Payment Schedule and Procedures

First payment is due upon contract signing. 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 on the final day of your event. Expo New Mexico reserves the right to ask new event clients for payment of 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.

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 **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.

Fire Marshal/Licenses

Event must comply with all federal, state and local requirements. Public events must submit a copy of the booth/floor layout no later than fourteen 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.

Facility Rental Hours & Usage

Facility rental hours are from 8:00 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.

Deposit

A damage/cleaning deposit must be submitted for the rental of our facilities as specified in the contract, one month 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 one month following the event.

Contract Changes

Any changes (to date, building, etc.) or cancellation of an executed contract will result in an administrative fee of \$50.00.

Cancellation

- 121 days or more prior to scheduled event.....100% refund less \$50.00 administrative fee
- 60 to 120 days prior to scheduled event 50% refund
- 59 days or less prior to scheduled eventNo refund

Event Coordinator

An Event Coordinator will be assigned to your event. 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 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 Coordinator prior to the event will help your event run smoothly. The Coordinator is available before, during and after the event itself.

Security/State Police

Expo New Mexico maintains security on grounds at all times. Should your event require additional security, the Coordinator will assist you in determining the level of service, number of personnel and hours scheduled. Security may be ordered in the following options:

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

Ticket Takers/Ushers

Expo New Mexico can provide ticket takers to staff entrance door areas. 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.

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.

Normal Operations 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.

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 7:00 am is prohibited.

Electrical Requirements

For trade shows and fairs with exhibitors, each exhibitor will either be charged for their electrical usage or a flat fee will apply for the entire event.

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.

Concessions

Expo New Mexico reserves all food concession rights. No one may sell or dispense food or beverage or professionally cater any event at Expo New Mexico without a contract from Expo New Mexico. Exclusive concessionaires in Tingley Coliseum, the Indoor Horse Arena, Lujan Exhibit Complex and the Flea Market provide food and beverage service. Any food/beverage operator or caterer 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

Food Catering Service: One dollar (\$1.00) per person per meal will be charged for all events having catered food service.

There is no charge if food service is provided by the client. Clients may not request donations for food or beverage for any event that takes place at Expo New Mexico.

Please contact the Concessions Department for additional information about any of the above mentioned Concession Policies at 505.222.9700.

Alcohol

Expo New Mexico is contracted with Hacienda Del Rio their exclusive alcoholic beverage provider for all events that take place on the grounds. Any event may make arrangements to have alcoholic beverage service by contacting Hacienda Del Rio at 505.888.5466. **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.

State Holidays

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

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 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.

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.

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.

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 at one-half the daily rate otherwise the full face value (\$5.00 per pass per day) will be charged. These parking passes will include in/out privileges. Parking passes are refundable (half the face value printing fee per pass) **if returned to the Event Coordinator within ½ hour after show start on the first day.** 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.

Set-up

All set up and floor plans must be provided to your Coordinator at least two weeks prior to the event for submission and review to the State Fire Marshal's Office to insure 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.

Services

AMBULANCE	\$125.00/ HR. plus one hour travel time. *
ARENA DIRT/WATER WORK	\$100.00 for a half day (until 1:00pm) \$200.00 for a full day (until 6:00pm) \$25.00 for any additional hours
	<i>(All arenas are made available watered & worked once at start of event day as part of the facility rental)</i>
DIGITAL BILLBOARD ADVERTISING	Prices available upon request
EMS	\$37.00/ HR. per EMT plus one hour travel time per EMT. *
LABOR – GENERAL	\$18.00/HR.
TRADES	\$29.00/HR.
NEW MEXICO STATE POLICE	\$50.00 per hour per officer plus one hour travel time per officer
PARKING PASSES	\$2.50 each/per car per day when ordered in advance of event *see above
RV RATES - Full Hook-up	\$35.00 per night with electric, water and/or sewer
Dry Camp	\$25.00 per night without hook-up
	<i>(All RV parking, including location, is at the discretion of Expo New Mexico. Please contact 505.401.5095)</i>
SECURITY - Peer Level	\$22.00 per hour per guard
Uniform Level	\$22.00 per hour per guard
Armed Level	\$25.50 per hour per guard
STAGE LABOR	Estimate available upon request
USHERS & TICKET TAKERS	\$12.50 per hour per person

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

Equipment (upon availability)

A-FRAMES	\$5.00 each 4' x 4' sign or 2' x 2' sign
BIKE RACK	\$5.00 each 8' section
BLEACHERS - 50 seat	\$50.00
210 seat	\$200.00
CAGES	\$2.00 per cage (optional \$1.50 per cage set-up fee)
CHAIRS - Delivered to building	\$0.75 each per day (optional \$0.50 per chair set-up fee)
ELECTRICAL BRIDGING (CABLE COVERS)	\$10.00 each
FENCING - CHAIN LINK	\$1.50 per linear foot
LATTICE	\$5.00 per 8' section (typically used for beer garden areas)
FORK LIFT WITH OPERATOR	\$70.00 per hour
GLASS DISPLAY CASES – SHORT CASE – 6' x 4'	\$20.00 – locks to be provided by Client
TALL CASE – 4' x 8'	\$25.00 – locks to be provided by Client
P.A. SYSTEM	Varies by building, estimate available upon request
PEDESTALS	\$4.00 each
PEG BOARDS	\$5.00 each
PODIUM	\$10.00 each
PORTABLE PANELS - 12 FT. PIPE	\$15.00 per panel (including setup) \$10.00 per panel rental
PORT-A-COOLS	\$25.00 per day
RODEO CHUTES & PENS	\$3,600.00 flat fee
ROPING SET UP	\$100.00 flat fee
STAGING	\$30.00 per 8' x 4' or 4' x 4' section
STAKING FEE	\$750.00 per lot
STANCHIONS	\$5.00 each
TABLE - 6' FOLDING	\$5.00 each per day (optional \$1.50 per table set-up fee)
8' FOLDING	\$6.00 each per day (optional \$1.50 per table set-up fee)
PICNIC	\$10.00 each per day
TELEPHONE LINES - Expo Extension	Quote Available Upon Request
TURNSTILES	\$5.00 each
TICKET BOOTH	\$50.00 each
WATER TROUGHS	Complimentary

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

Exhibit Halls for Large Trade Shows or Exhibitions

**Percentage applies to concerts or sporting events only; please inquire.*

LUJAN EXHIBIT HALL A

Features 26,492 sq. ft., office, roll-up door, permanent concessions

Price \$1,650.00 vs. 10% of all gross ticket sales *

LUJAN EXHIBIT HALL B

Features 28,084 sq. ft., office/meeting room, roll up door, permanent concession

Price \$1,650.00 vs. 10% of all gross ticket sales *

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

Features 7,560 sq. ft., office

Price \$325.00 per day

PA system available for Lujan A & B Halls. Pricing as follows:

1 Hall: \$82.50 per event

2 Halls: \$110.00 per day

CREATIVE ARTS BUILDING

Features 29,282 sq. ft., roll up door

Price \$1,800.00 per day

PA \$85 per event

Main Halls for Small Trade Shows

LEON HARMS YOUTH HALL

Features 7,344 sq. ft., bar area, kitchen, courtyard

Price \$1,100 per day for Main Hall, \$250.00 per day additional for Kitchen

YOUTH HALL DORMS

Capacity 800 beds

Features Courtyard, office

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

FLOWER BUILDING

Features 5,841 sq. ft., office/prep area

Price \$550.00 per day

SCHOOL ARTS BUILDING

Features 9,480 sq. ft., roll up door, track lighting

Price \$825.00 per day

AFRICAN AMERICAN PAVILION

Features 3,894 sq. ft., bar area, outdoor patio, outdoor stage

Price \$660.00 per day

Galleries for Art Exhibitions

FINE ARTS GALLERY

Features 5,265 sq. ft., foyer, 8 rooms, security alarm

Art Show Price \$625.00 per month

\$225.00 per week

\$175.00 per weekend

HISPANIC ARTS BUILDING

Features 6,230 sq. ft., unique design, track lighting

Art Show Price \$660.00 per month

\$275.00 per week

\$225.00 per weekend

Lots for Parking & Outdoor Festivals

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

**percentage applies to concerts or sporting events only; please inquire.*

BOLACK PARKING LOT

Features 12,222 sq. ft., 194' x 63'

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

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

Features 12,276 sq. ft., 132' x 93'

Price \$200.00 per day

KIDDIE LOT

Features 14,100 sq. ft., 150' x 94'

Price \$200.00 per day

MIDWAY AREA

Features Dimensions are 489' E, 410' W and 592' N-S

Price \$1,650.00 per day

LUJAN PARKING LOT

Features 18,606 sq. ft., located East of Lujan Complex

Price \$440.00 per day

RED BARN

Features 3,492 sq. ft., covered

Price \$250.00 per day

Outdoor Venues for Picnics and Small Concerts

**percentage applies to concerts or sporting events only; please inquire.*

THE PAVILION

Capacity 1,000 under tent

Features 14,018 sq. ft. with 227 space parking lot, office/dressing room space, restrooms

Price \$1,100.00 per day

INDIAN VILLAGE

Features Stage size approximately 43' x 33' stage, 50' x 100' earth dance area

Price \$825.00 per day

VILLA HISPANA

Features 340' x 144' grass area, stage size approximately 35' x 30', office/dressing room space

Price \$825.00 per day/ \$825.00 per day vs. 10% of ticket sales for musical events

BOX CAR STAGE & LAWN

Features stage size approximately 30' x 32'

Price \$825.00 per day

ADMINISTRATION LAWN

Features 15,650 sq. ft. grass area, fountain (seasonal)

Price \$825.00 per day

MAIN ST. – BLOCK 1 (RACETRACK AVE. TO HERITAGE AVE.)

Price \$825.00 per day

MAIN ST. – BLOCK 2 (HERITAGE AVE. TO LOVE AVE.)

Features Street in front of Lujan Complex

Price \$825.00 per day

HERITAGE AVE. – (EAST OF AVE. OF THE GOVERNORS.)

Features Street in front of Lujan Hall A and Creative Arts

Price \$275.00 per day

Horse and Livestock Areas for Shows & Sales

INDOOR HORSE ARENA

Features 51,000 sq. ft. building, 117' x 246' arena, covered paddock, bleacher seating for 18, announcer's stand, two offices, permanent concession, glass display cases, PA system, includes 1 outdoor warm-up arena, when available

Price \$660.00 per day with a \$100.00 set up charge for any roping event

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

Price \$275.00 per day

BEEF BARN ARENA

Features 152' x 114' arena (can be reconfigured or removed – additional labor charges will apply), space can be used to tie animals or for portable stalls, fans

Price \$350.00 per day

BEEF BARN WINGS

Price \$330 per day

DAIRY BARN

Features 157, 500 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 \$660.00 per day with a \$100.00 set up charge for any roping event

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

MISCELLANEOUS

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

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

PA Charges	\$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

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 Fairgrounds. 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. Vehicles in non-compliance will be booted.

Tingley Coliseum

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 versus 12% of gross ticket sales, whichever is greater, plus the applicable facility fee. 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.

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 may incur additional charges, please inquire for specific needs.

Specialty Staffing

Box Office Manager	\$31.00 per hour
Box Office Staff	\$16.00 per hour per person
Parking Attendants	\$12.50 per hour per person
Ticket Takers	\$12.50 per hour per person
Ushers	\$12.50 per hour per person

There is a transaction fee of 3.5% for any purchases made with a credit card at the Tingley Box Office.