



# 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: 505.268.6753

Website: <http://exponm.com/en/>

Susana Martinez  
Governor of New Mexico

Dan Mourning  
Manager

State Fair Commission

Ruth Bitsui, Member  
Benny Roybal, Member  
David "Hossie" Sanchez, Chairman

**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**

A second facility rental payment is required 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. Please review the event estimate in advance and understand that costs are often subject to change and that not all costs are foreseeable.

**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 two weeks 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 two weeks 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.

**Move-In / Move-Out**

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 of \$500.00 must be submitted for the rental of each facility, 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 three weeks 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. A damage/cleaning deposit of \$1,000 will be required for event rentals in Tingley Coliseum.

**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 event .....	No 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.
- Any third party items or services arranged for by your Coordinator and presented as a pass-through expense on the final settlement invoice is subject to a \$50.00 administrative fee.
- 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**

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

### **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-3:30 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 9:30 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 7AM 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. Suggested service providers are Disco Display 505.265.1515 or Convention Services of the Southwest 505.243.9889.

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 fourteen (14) days 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 Cooperage/Sea Gull Catering which exclusively provides all alcoholic beverage services for all events that take place on the grounds. Any event may make arrangements to have alcoholic beverage service by contacting Expo Concessions at 505.362.1852. **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 seventeen days. No buildings or areas will be available for events two weeks prior to, during and one week following the Fair.

## **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. These parking passes will include in/out privileges. Parking passes are refundable (less a \$1.00 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 include 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 &amp; worked once at start of event day as part of the facility rental)</i>
EMS	\$35.00/ HR. per EMT plus one hour travel time per EMT. *
LABOR – GENERAL	\$17.00/HR.
TRADES	\$28.00/HR.
NEW MEXICO STATE POLICE	\$40.00 per hour per officer plus one hour travel time per officer
PARKING PASSES	\$2.00 each/day when ordered in advance of event
RV RATES - Full Hook-up	\$25.00 per night with electric, water and/or sewer
Dry Camp	\$15.00 per night without hook-up
	<i>(All RV parking, including location, is at the discretion of Expo New Mexico. Please contact 505.692.9542)</i>
SECURITY - Peer Level	\$18.75 per hour per guard plus tax
Uniform Level	\$18.75 per hour per guard plus tax
Armed Level	\$21.25 per hour per guard plus tax
STAGE LABOR	Estimate available upon request
USHERS & TICKET TAKERS	\$11.50 per hour per person
* ORDERS RECEIVED LESS THAN 30 DAYS IN ADVANCE WILL RESULT IN AN ADDITIONAL 15% SURCHARGE.	

## Equipment (upon availability)

ACCORDION WALLS – 4' x 8' FOLDED 8' x 8' UNFOLDED	\$10.00 each
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
JUMP SHED - set-up not included	\$50.00 per day to include all trail & jump equipment
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
RISERS	\$15.00 each (8' x 3.5' x 1' or 8' x 3.5' x 2')
RODEO CHUTES & PENS	\$3,600.00 flat fee
S-HOOKS	\$5.00 per fifty
STAGING	\$25.00 per 8' x 4' or 4' x 4' section
STAKING FEE	\$750.00 per lot
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 concessions  
**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 all Lujan Halls. Pricing as follows:**

**1 Hall: \$82.50 per day                      2 Halls: \$105.00 per day                      3 Halls: \$127.50 per day**

### CREATIVE ARTS BUILDING

**Features** 29,282 sq. ft., roll up door  
**Price** \$1,800.00 per day  
**PA** \$82.50 per day

## Main Halls for Small Trade Shows

### LEON HARMS YOUTH HALL

**Features** 7,344 sq. ft., fireplace, 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  
**Price** \$660.00 per day

## Galleries for Art Exhibitions

### FINE ARTS GALLERY

**Features** 5,265 sq. ft., entry, 8 rooms, office, 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.*

### CREATIVE ARTS PARKING LOT

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

### LUJAN PARKING LOT

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

### CORNER LOT (HERITAGE AVE. & AVE. OF GOVERNORS).

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

### RED BARN

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

### MIDWAY AREA

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

## Outdoor Venues for Picnics and Small Concerts

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

### NEW MEXICO STATE FAIR PAVILION

**Capacity** 1,000 under tent  
**Features** 14,018 sq. ft. with 227 space parking lot, office space  
**Price** \$1,100.00 per day

### INDIAN VILLAGE

**Features** 11' x 14' stage, 50' x 100' earth dance area  
**Price** \$825.00 per day

### VILLA HISPANA

**Features** 340' x 144' grass area, 26' octagonal gazebo  
**Price** \$825.00 per day/ \$825.00 per day vs. 10% of ticket sales for musical events

### BOX CAR STAGE & LAWN

**Features** Includes a 12'8" x 32' covered stage area  
**Price** \$825.00 per day

### ADMINISTRATION LAWN

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

### AVE. OF THE GOVERNORS – BLOCK 1 (RACETRACK AVE. TO HERITAGE AVE.)

**Features** Street between Ford Pavilion and the Administration Building  
**Price** \$825.00 per day

### AVE. OF THE GOVERNORS – 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  
**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

**Features** 112' x 44' arena (can be reconfigured or removed – additional labor charges will apply), space can be used to tie animals or for portable stalls, no water available during winter  
**Price** \$330.00 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  
**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	\$12.00 each per day if collected by Expo \$8.00 each per day if collected by event	
PA Charges	\$60.00 for one day \$82.50 for two days \$105.00 for three days \$127.50 for four days	\$150.00 for five days \$172.50 for six days \$195.00 for seven 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:	2,000
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	\$30.00 per hour
Box Office Staff	\$15.00 per hour per person
Parking Attendants	\$11.50 per hour per person
Ticket Takers	\$11.50 per hour per person
Ushers	\$11.50 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.