



March 27 – 29, 2015

**Albuquerque
Convention Center**

Albuquerque, NM

**EXHIBITOR
KIT**



Exhibitor Fast Facts

Below are the answers to a few "frequently asked questions:"

When is final payment due for exhibit space?

Final payment is due 60 days prior to show opening. All balances on accounts must be paid in full before exhibitors will be allowed to enter or set up in the exhibit hall, no exceptions.

Am I allowed to share a booth with another exhibitor?

No. Booth sharing is absolutely not allowed.

Does the show provide free parking?

Yes, however, it is first-come, first-served. 50 free spaces are available in the rear NE corner of the Convention Center off of 1st Street.

Does Show Management handle electric, Internet, etc.?

No. All arrangements must be made directly through the venue. Forms are available in the Services Kit. For more information please call Exhibitor Services at 505-768-3863.

What about shipping freight to the show?

The Albuquerque Convention Center does not accept any freight or materials including overnight freight services. All freight must be delivered either by CSS, the official show decorator or another freight carrier to the center during the contracted move-in times. There are no warehousing facilities onsite.

What comes with my exhibit space?

Each space is designated with pipe/drape (4ft high side rails, 8ft. high backdrop). Tables, chairs, etc. are available through the show decorator for an additional charge.

May I bring my own tables and chairs?

Yes. No additional charge will apply.

Do I need to present my Punch Card for the duration of the show?

Yes, each exhibitor MUST present their Punch Card credentials in order to be admitted on the show floor. These are non-transferable and no one will be admitted onto the show floor without proper credentials.

Do I need to charge sales tax on purchases made at the show?

Yes. Appropriate sales tax must be charged on items sold during the show. Sales tax is 7%.

We appreciate your support of this year's show. Please remember that this is a family show and all exhibitors should reflect this in their displays.

Please refer any additional questions to Show Management at 1-800-848-6247.



Exhibitors' Timeline

- Immediate** Room reservations at area hotels
- Immediate** Balance due for exhibit space
- March 20** Telephone and electrical service orders due to Albuquerque Convention Center
- March 20** Exhibitor services order must be placed with CSS (show decorator) to receive discount prices
- March 20** Punch Card form due to show office
- March 20** New Mexico sales tax forms and certificate of insurance due to show office
- March 25** Start move-in for show
- March 27** Show opens at 12:00 pm

If you have any questions please call the show hotline at 1-800-848-6247.



General Information

Show Dates: March 27-29, 2015

Show Location: Albuquerque Convention Center
401 2nd St NW
Albuquerque, NM 87102
www.albuquerquecc.com

Show Times: Friday: 12:00 pm – 8:00 pm
Saturday: 10:00 am – 6:00 pm
Sunday: 10:00 am – 5:00 pm

Move-In: Wednesday, March 25: 12:00 pm – 5:00pm—bulk exhibitors
Thursday, March 26: 8:00 am -- 5:00 pm —bulk and booth exhibitors
Friday, March 27: 8:00 am – 10:00 am —booth exhibitors only

Move-Out: Booth teardown is not to start until close of the show at 5:00 pm on Sunday, March 29 and runs until 9:00pm. Move-out will resume on Monday, March 30 from 8:00am – 12:00pm

Hotel Reservations: Hotel information on the last page of this kit.

Security: Show security will be in force during move-in and show hours.

Promoter: GS Media & Events
250 Parkway Drive, Suite 270, Lincolnshire, IL 60069
Telephone: 800-848-6247, Fax: 270-438-4723

EXHIBITOR HOTLINE: 800-848-6247



Exhibitor Admission Form

In order to expedite admission to the show for exhibitors, we will now be using PUNCH CARDS. Here is how the program works:

- 1) Each 10 x 10 exhibitor will be provided 6 cards
- 2) For each additional 10 x 10 space (i.e. 10x20, 10x30, etc.), exhibitors will receive an additional 2 cards (see breakout below):

200-400 sq. ft.: <u>8 cards</u>	801-1000 sq. ft.: <u>14 cards</u>
401-600 sq. ft.: <u>10 cards</u>	1001+ sq. ft.: <u>16 cards</u>
601-800 sq. ft.: <u>12 cards</u>	

Note: The maximum cards an exhibitor will receive is 16. If you need more cards than your allotment, you may buy additional cards for \$10.00 each or purchase a \$5.00 one-day discount ticket. Punch Cards are good for all days of the show.

- 3) Punch Cards and one-day discount tickets will be available for pick-up/purchase at the Show Office during move-in and show hours.
- 4) Exhibitors **must** sign their Punch Cards. Cards cannot be transferred to others. If an exhibitor plans to leave the show during the day, they must have their hand stamped at the door.
- 5) Punch Cards are punched one time only each day at the show entrance. If an exhibitor comes to the show without the punch card, they can either purchase another card or buy a one-day discount ticket to the show. Cards are non-transferrable.

To purchase additional cards/discount tickets please fill out the form below:

Company Name: _____

Contact Name: _____

Number of additional Punch Cards: _____ @ \$10.00 each Total: _____

Number of one-day discount tickets: _____ @\$5.00each Total: _____

****Credit Card Payment Options****

Visa Mastercard Discover American Express

Credit Card #: _____ Exp Date: _____

Name on Card: _____ (please print)

Signature: _____

PLEASE NOTE: Punch Cards are to be used only by personnel working the exhibit. Misuse will jeopardize participation in future shows. To purchase additional Punch Cards, please fax this form to 270-438-4723 no later than **March 20, 2015**



License Information

Retail selling will be allowed and is a major benefit to exhibitors at the show. To sell from the show you must have sales tax licenses as well as a certificate of insurance. **It is the exhibitor's responsibility to obtain these licenses and verify gross receipts tax rates.** Please use web address below to obtain information regarding this:

State of New Mexico: www.tax.newmexico.gov

Insurance Information

Certificate of Insurance (see attached form)

Please mail/fax both forms to: GS Media & Events
250 Parkway Drive
Suite 270
Lincolnshire, IL 60069
Fax: 270-438-4723

IMPORTANT! The Certificate of Insurance form must be received in our office no later than March 20, 2015

All exhibitors must submit a current Certificate of Insurance (sample below)

CERTIFICATE OF INSURANCE (Attachment A)

ISSUE DATE _____

Producer: _____

THIS CERTIFICATE IS A REPRESENTATION OF THE COVERAGE AFFORDED BY THE POLICIES REFERRED TO BELOW

Phone: _____

Insured: _____

COMPANIES AFFORDING COVERAGE	
COMPANY LETTER A	
COMPANY LETTER B	
COMPANY LETTER C	
COMPANY LETTER D	

COVERAGES

THIS IS TO CERTIFY THAT THE INSURANCE POLICIES LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED AND THAT THE POLICIES MEET THE MINIMUM COVERAGE REQUIREMENTS OF THE APPLICATION LEASE, PROJECT SPECIFICATIONS, REQUESTED FOR PROPOSALS, CONTRACT, REQUIREMENTS, LICENSE, PURCHASE ORDER REQUIREMENTS, OR CITY ORDINANCES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EFFECTIVE DATE (MM/DD/YY)	ALL LIMITS IN THOUSANDS	
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrences <input type="checkbox"/> Owners & Contractors Protective <input type="checkbox"/> Contractual Liability <input type="checkbox"/> X, C, U Coverage				GENERAL AGGREGATE	\$
	AUTOMOTIVE LIABILITY <input type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Vehicles <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Autos <input type="checkbox"/> Non-Owned Autos <input type="checkbox"/> Garage Liability <input type="checkbox"/> Contractual Liability <input type="checkbox"/> Garage Keepers Liability <input type="checkbox"/>				PRDCTS-COMP OPS AGGREGATE	\$
					PERSONAL & ADVERTISE INSURY	\$
					EACH OCCURRENCE	\$
					FIRE DAMAGE-ANY FIRE	\$
					MEDICAL EXPENSE PER PERSON	\$
	EXCESS LIABILITY <input type="checkbox"/> Umbrella Form <input type="checkbox"/> Other Than Umbrella Form				COMBINED	
					SINGLE LIMIT	\$
					BODILY INJURY - PER PERSON	\$
	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY				BODILY INJURY - PER ACCOUNT	\$
					PROPERTY DAMAGE	\$
					EACH OCCURRENCE	\$
	OTHER				AGGREGATE	\$
					STATUTORY	STATUTORY
					EACH ACCIDENT	\$
					DISEASE POLICY LIMIT	\$
					DISEASE - EACH EMPLOYEE	\$

SAMPLE

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL ITEMS

SHOW NAME & DATES INCLUDING MOVE-IN AND MOVE-OUT
SHOW LOCATION

Contractual Liability covers all written and oral contracts between the insured and the (facility name)

The General Liability and Excess Liability policies name the (facility name) it's officers, agents and employees as additional insureds and provide for severability of interest (cross

liability) between the named insured(s) and the (facility name)

CERTIFICATE HOLDER

SHOW VENUE NAME & GS EVENTS

250 Parkway Drive, Suite 270
 Lincolnshire, IL 60069

Certificate For
 Contract Number
 License Type
 Purchase Order Number
 Official Publication Number
 Lease

Cancellation

NOTWITHSTANDING THE EXPIRATION DATES SET FORTH IN THIS CERTIFICATE, SHOULD ANY OF THE HEREIN DESCRIBED POLICIES BE CANCELLED, CHANGED, OR NOT RENEWED, THE ISSUING COMPANY WILL MAIL 30 DAYS

WRITTEN NOTICE BY REGISTERED MAIL TO THE CERTIFICATE HOLDER NAMED TO THE LEFT

ISSUING REPRESENTATIVE CARRIES ERRORS AND OMISSIONS COVERAGE

YES NO

AUTHORIZED REPRESENTATIVE _____



Hotel/Travel Information

We have reserved special rates and room blocks for the show at the Doubletree by Hilton Hotel Albuquerque. When making your reservation, please make sure to mention you are with the New Mexico RV & Travel Show.

Doubletree by Hilton Hotel Albuquerque

201 Marquette Ave NW

Albuquerque, NM

505-247-7002—phone

505-247-7017—fax

Rate: \$89.00 night

You may access the website hotel registration directly at:

http://doubletree.hilton.com/en/dt/groups/personalized/A/ALBSMDT-NMB-20130101/index.jhtml?WT.mc_id=POG