

LAS CRUCES EXHIBITOR SCHEDULE, LOAD-IN, & REGULATIONS

For assistance outside of the scope of this document please contact troy@fatmanevents.com.

Exhibitor Registration

Exhibitor Registration is located inside the lobby of the Las Cruces Convention Center. This area will be staffed and operational during the following times:

Friday 10:00AM – 4:00PM

Saturday 10:00AM – 7:00PM

Sunday 10:00AM – 5:00PM

Exhibitor staff and personnel wishing to enter the Convention Center must always wear an exhibitor wristband around their wrist during event days. Exhibitor access to the Convention Center begins at 9:00 AM during event days.

Additional Exhibitor Badges

Up to two (2) additional exhibitor wristbands per exhibitor, per event may be purchased for \$50.00 each during load-in. To purchase additional exhibitor wristbands, visit Exhibitor Registration in the Las Cruces Convention Center lobby.

Backlot Parking, Internet/Wi-Fi, Electrical, Additional Tables/Chairs

You are permitted to park overnight in the Las Cruces Convention Center lot. This lot is not patrolled/monitored after hours.

The Las Cruces Convention Center provides Wi-Fi at no charge. Ask for the password at the Exhibitor Registration area located in the lobby.

If you need Electrical access or additional tables/chairs you need to arrange it with the venue during load-in.

Inspection Deadline

Any Exhibitor booth not occupied by Friday at 4:00PM will be presumed abandoned unless prior arrangements have been made. If you need additional time to set up, please notify us by email at troy@fatmanevents.com.

Exhibitor Load-In

Please check in at Exhibitor Registration before unloading. Exhibitor Registration is in the Las Cruces Convention Center lobby. Exhibitor load-in times will be strictly adhered to. Load-in times are Friday at 10:00AM – 4:00PM.

Exhibitor Booth setup must be complete by Friday at 4:00PM for the Fire Marshal walk through. All emergency exits, hallways, and aisles leading from the building are to be kept clear and unobstructed. Vehicles in fire lanes or blocking exits, etc. will be removed at the owner's expense.

Crates, wooden boxes, packing material, etc. may not be stored in exhibit hall, ball room, meeting rooms, exit areas, dock wells, or on the dock apron. Under no circumstances will crate storage or equipment storage be permitted to obstruct emergency exits from any area of the building. Crate storage is considered a potentially hazardous situation and service contractors should submit all crate storage plans to venue management for approval.

Bootleg Policy

The buying and selling of counterfeit, knock-off, and/or unlicensed materials will not be tolerated at Las Cruces Comic Con. Bootlegs have no place at the show. Any violation of this rule will result in one and only one warning. On a repeat violation, you will be removed from the show and will not be invited back for subsequent shows!

Good Taste and Rights of Others

Event Management may require any Exhibitor to make changes to his or her exhibit if in Event Management's opinion the exhibit does not conform to prevailing standards.

Additional Venue Rules

- Helium balloons may not be given away inside the facility or on Las Cruces Convention Center property
- "Glitter" is not permitted in the Las Cruces Convention Center without written consent of MANAGER
- Animals and pets are not permitted in the building, Service Animals are permitted
- Las Cruces Convention Center permanent graphics, signs, or displays may not be visibly blocked in any manner
- Temporary signs or decorations are not to be attached to permanent building graphics
- Smoking is not permitted inside the Las Cruces Convention Center
- Loading or unloading is permitted only through the loading dock, no loading or unloading is permitted through the front of the building **NO EXCEPTIONS**
- Use or possession of illegal or controlled substances and/or firearms of any kind is prohibited
- Exit doors may not be blocked with freight, equipment, display materials, etc.
- Motorized vehicles, forklifts, and gas or electric carts may only be used on Las Cruces Convention Center property with written permission
- Please maintain your booth and all trash within the booth
- Do not use chairs, tables, or any other equipment as ladders or in any other manner that the equipment is not intended to be used
- Do not move and/or relocate facility equipment or furniture. All usage of facility equipment needs to be approved by the Venue Manager

For all other questions, please contact: troy@fatmanevents.com