



VENDOR POLICIES AND PROCEDURES

**Las Cruces Convention Center
680 East University Avenue
Las Cruces, NM 88001**

Office: 575.526.0100

Email: services@meetinlascruces.com

Operations

Additional Equipment

Additional equipment (i.e., tables, chairs, trash bins) are available for rent. Either coordinate your additional needs with show management or ask for an Exhibitor Order Form. All prices are listed next to the corresponding services.

Internet Connection

LCCC provides wireless internet at no additional cost. To gain access, connect to the wireless public network "LCCC-Public". Once connected, opening an unsecure web browser will automatically redirect the device to the terms & conditions page. After clicking 'I Accept', internet access will be available. All devices must be capable of accepting terms and conditions in order to access the wireless internet connection. A private wireless connection or a dedicated hard wired data connection is also available for a fee.

Load In/ Load Out Time

Load in/load out times will be designated by entities in charge of shows and conventions. During designated load in/load out times all vendors may enter through the approved areas of the building mostly through the Exhibit Hall loading dock. After the load in time all vendors must enter through designated entrances of the building approved by the Licensor and Licensee. A limited number of flatbeds, which will be located by the Exhibit Hall Loading Dock entrance, will be made available during load in & load out times to aid in the process. If you have finished using the flatbed, please place it next to the south entrance for other vendors to use. **Please refrain from using the black table and chair dollies for moving in/ moving out.** Any damages due to unauthorized use of these pieces of equipment will be billed the Licensee and or vendor.

Exhibit Hall Loading Dock Dimensions

Exterior Door 12'10" h x 13' w

Interior Door 9'2" h x 13'4" w

Ramp is 19' wide

Parking

Short term parking at docks or close to docks is permitted during load-in & load-out ONLY. Please be considerate of your fellow exhibitors/vendors. All other parking on docks is prohibited. All trailers, vehicles that require multiple parking spaces (including but not limited to semi-trucks, busses, & RV's or campers) must park offsite, to maximize the parking for potential show attendees. No overnight parking.

Banners

Banners can be displayed on the exterior of the building up to one week prior to the first event day. Only one event will be displayed at a time and events that currently in-house have priority. Up to three can be displayed but must be approved by the Event Services team. Banners must be professionally made and not tattered or ripped. Any special installation requirements will incur costs.

Banners hung on the interior of the building must be hung by LCCC staff and cannot be affixed to any permanent or temporary property of the LCCC. Rigging costs for banners will apply.

Bulk Trash

Individual exhibitors are responsible for removal of bulk trash prior to, during, and after the show. Bulk trash items include crates, pallets, boxes, or any items not easily removed by a vacuum. Small trash items are to be removed or placed in a sealed bag and cardboard is to be broken down to be disposed of properly. Small trash bags and broken-down boxes may be left in booths for LCCC staff to pick up after the show. Any costs incurred by the LCCC for bulk trash removal will be charged to the Licensee show management at the rate of \$350.

Tables

Please refrain from using any adhesives, clamps, nails, or staples on the LCCC provided tables. Any damage done to LCCC property will result in fees to replace damaged items.

Tape Removal

Only non-residual tape should be used in the LCCC. If other tape is used, client is responsible for the removal of all tape and residue marks from all LCCC equipment and property. The repair cost for any damage caused to a surface by the use of inappropriate cleaning chemical or tools will be billed to the Licensor and or vendor.

Decorations

Decorations cannot be taped, nailed, tacked or otherwise attached to surfaces or fixtures (i.e. ceilings, doors, columns, walls, drape, etc.).

The following items should be notified and approved by the Las Cruces Convention Center Management and will be charged a \$600.00 cleanup and or retrieval fee.

Glitter Mylar Confetti Mylar Balloons
Rice Birdseed

The following items need to be approved by the Las Cruces Convention Center before they are permitted:

Sand Soil Sod Moss Mulch

All decorations, including but not limited to, drapes, table coverings, skirts, carpet, signs, banners, acoustical materials, straw, bamboo, fabric, linen, and similar decorative materials must be rendered flame retardant.

ONLY battery-operated candles may be used only on tables or for displays.

Floor Covering

Displays including, but not limited to, those utilizing soil, humus, water, or other landscaping materials and displays containing live animals must take appropriate steps to protect the facility surfaces and equipment. A protective coating must be used on the floor, such as visqueen (6 mil) or similar strength material.

Fog/ Smoke Machines

Fog/ smoke machines are restricted to water-based chemicals. Approval must be obtained from the facilities manager at the LCCC before use of any fog/ smoke machine.

Helium Balloons

Helium balloons are allowed in the Ballroom and Exhibit Hall of the LCCC. If any balloons become loose and require retrieval by LCCC staff, a \$75 removal fee will be charged for the first balloon and \$15 for each balloon thereafter per exhibitor.

Lighting & HVAC

Full house lighting, heating and/ or air conditioning of all rented spaces are provided by the LCCC one hour prior to and during actual hours the event is open. Work lighting and minimal heating and/or air conditioning will be provided during the move-in and move-out.

FOOD & BEVERAGE

Concessions

The LCCC provides concessions, as well as banquet service, snacks, luncheons, and beverage service. These services are provided exclusively by LCCC. Vendors will be allowed to bring in strictly personal beverages limited to coffee and water. **No outside food or beverage is allowed in the LCCC.**

Cooking Demonstrations

Cooking demonstrations must be approved by the LCCC. Only approved equipment may be used to cook and store food demonstration items. Allowed cooking/ holding devices include but not limited to:

- Chafing dish with sternos
- Induction burner
- Butane campfire stove with a 14.5 oz or smaller tank

All exhibitors are responsible for proper disposal of items used during demonstration. The LCCC does not provide services to dispose of any used items such as grease. For public health reasons, restrooms, concession stands, facility kitchen and janitorial closets may not be used as exhibitor clean-up areas. Any expense associated with the disposal of trash, waste, and grease from exhibitor sampling are the responsibility of the exhibitor.

Alcohol Beverages

No outside alcoholic beverages may be brought in or taken out from the Las Cruces Convention Center. Alcoholic beverages may only be consumed in designated areas inside of the building.

Food & Beverage Sampling

Food & beverage samples may be no greater than 3 oz. Items must be manufactured, processed, and distributed by the exhibiting firm and must be related to participation in the event. Sales of food & beverage items that are larger than 3 oz. in size & are designed for on-site consumption are prohibited unless pre-approved by the Facility and are subject to a 25% concessionaire fee. Additionally, all unsealed food products intended for sampling or for sale require a health

permit. Securing all necessary licenses and permits is the responsibility of the exhibitor. Exhibitors are responsible for complying with all City of Las Cruces, Doña Ana County and state health department regulations regarding food sampling, storage, equipment, temperature, etc. If an exhibitor is not in compliance or does not obtain the proper licenses or permits, the LCCC can shut the booth down. In this instance, no refunds for expenses will be issued.

Alcohol sampling is limited to 1.5 oz. samples and does not require a health permit; however, any alcohol sampling must be poured and distributed by an alcohol certified member of the LCCC staff. A server can be provided at \$25 per hour based on a four-hour minimum. All alcohol must be shipped with a zeroed-out invoice made out to the Las Cruces Convention Center. Any unused alcohol listed on the invoice becomes property of the LCCC and cannot be taken off the premises. Sale of alcoholic beverages by the drink is prohibited.

For public health reasons, restrooms, concession stands, facility kitchen and janitorial closets may not be used as exhibitor clean-up areas. Costs associated with the disposal of trash, waste, and grease from exhibitor sampling are the responsibility of the exhibitor.

Donations

No outside food or beverage is allowed inside the LCCC; however, some organizations may wish to donate goods. In these instances, all items must meet the following requirements:

- Non-alcoholic beverages must come in the original sealed container. Any liquid not in the original sealed container is prohibited.
- Alcoholic beverages must be accompanied by a zeroed-out invoice and the invoice must be made out to the LCCC showing the exact amount of alcohol that has been donated.
- All alcoholic beverages will be subject to corkage fees.
- Any food donations must come from a New Mexico Environment Department certified kitchen or store.
- All donations must be accompanied by a donation letter from the donating company stating what is being donated and the retail value of the donation.

For any donation to be accepted at the LCCC, all the above associated requirements must be fulfilled. If any requirement is not met, LCCC reserves the right to refuse donations.

Miscellaneous

Animals

Except for ADA service animals or animals used as part of an approved exhibit or event, animals are **NOT** permitted in the facility. A request must be presented to the General Manager by the licensee no later than two (2) weeks prior to the event. When any approved display includes pens or enclosures containing live animals, the following minimal provisions must be made:

- A protective coating such as visqueen must be used to protect all floors and equipment.
- Absorbent (i.e. saw dust or flame retardant wood shavings) must be placed within all pens
- Kennel or fencing must be provided to contain animals.
- Animals must be always supervised.
- Provide clean up and proper disposal of absorbents and waste.

Licensee and or vendor will adhere to all other safety measures required by the Las Cruces Convention Center. Animals are not permitted within Fifty (50) ft. of any food prep or service area unless they are ADA service animals. Licensee is responsible for ensuring that any approved use of animals within the facility is also in adherence to all applicable local, state, and federal laws.

If not approved by the general manager, any violations will be at the expense of the licensee at \$250 per violation. The Las Cruces Convention also reserves the right to have the licensee's vendor removed from the facility.

Booth Cleaning

LCCC offers exhibitor booth cleaning service to all shows for a nominal fee. If interested, please request an exhibitor form. LCCC will only vacuum & remove trash from the aisles and public areas.

Vehicles

Any vehicles being brought inside for a show must abide by the following:

- Less than a quarter of a tank of gas
- After placement of vehicle battery must be disconnected
- Drip pan must be placed underneath engine to catch any potential liquids.
- Provide liability insurance.

Disposal of Bio/ Hazardous Material

Any biological (i.e., bloody cotton balls, mouth swabs, gloves, etc.) or hazardous material is the responsibility of the Licensee and or its vendors. Licensee is also responsible for setting up and paying for pick up and disposal of those materials. Arrangements must be made two (2) weeks prior to the event.