

La Cosecha 2019 Exhibitor Policy and Procedures

1. **LOCATION:** Exhibits will be located at the Albuquerque Convention Center, on the Garden Foyer and Ground Floor Lobby areas central to concurrent sessions, maximizing participant traffic. All Career Fair Exhibits will be located at the ACC.
 Albuquerque Convention Center
 301 3rd Street NW
 Albuquerque, NM 87102
www.Albuquerquecc.com
2. **SPACE ASSIGNMENTS:** Space will be assigned with consideration for the level of participation. Thereafter, booths will be assigned on a first-come, first-served basis. *La Cosecha/DLeNM* reserve the right to select and assign spaces, as well as rearrange the floor plan and reassign exhibitors at its sole discretion. A copy of the floor plan for Exhibitors/Sponsors will be sent with the exhibitor confirmation information.
3. **AUDIO VISUAL EQUIPMENT/SUPPORT/POWER:** Complimentary Wi-Fi is available in all common areas. All A/V equipment, speakers, internet connection, phone lines, etc., must be supplied by or rented by the exhibitor at the exhibitor's own expense.
4. **AUDIO VISUAL/ELECTRICAL:** Contact Information for the Albuquerque Convention Center:

Alliance Audio Visual	Zach Wagner	zwagner@allianceav.com (505) 986-1796
Electrical needs	Kyle Roberts	kyle@dlenm.org

Exhibitors are allowed to bring their own AV equipment but may be charged a patch or hookup fee by the in-house audio-visual supplier. If an outlet is not easily accessible there will be a \$25 Electrical Fee assessed to your table. Note: No music or other audio is allowed during general sessions, lunch, or special presentations. Exhibitors operating noise-making devices such as radios, loudspeakers, or televisions shall do so only at a level that will not interfere with fellow exhibitors or participants. (Check Conference Program, available online by Oct. 15, 2019).
La Cosecha will not be responsible for equipment brought or rented by any exhibitor or presenter.
5. **EXHIBIT SET-UP AND DISMANTLE:** Set-up begins at 7:00 am, Wednesday, November 13th, and must be completed by 12:00 p.m. that same day with designated exhibit hours 1:00 p.m. – 4:30 p.m. Exhibitors may begin to dismantle booths no earlier than 5:00 p.m. on Friday, November 15th.
6. **USE OF SPACE:** All exhibitors' display and marketing activities must be contained within the specified boundaries of the booth space provided.
7. **REJECTION/RESTRICTION OF EXHIBIT:** *La Cosecha/DLeNM* reserve the right to reject any exhibit that it deems inappropriate; any products or services of an exhibitor; they may cancel the contract of any exhibitor in the event of a violation of exhibit regulations. *La Cosecha/DLeNM*, its officers, directors, agents and members shall not be liable for any loss or damage resulting from any such rejection or disapproval.
8. **EXHIBITOR REGISTRATION:** All representatives who will be staffing exhibitor booths MUST be registered for the conference. Exhibitors are provided two exhibitor badges. You are only required to pay an additional registration fee if your staff exceeds the number of badges provided and/or you are planning to attend sessions and special events. (Note: Exhibitor badges do not allow access to sessions).
9. **ACCOMMODATIONS:** Please check conference website for hotels offering special conference rates: <http://lacosecha.dlenm.org>.
10. **SALES ON EXHIBIT FLOOR:** Cash or credit sales are permitted. Licenses, sales taxes, payment of sales tax, and other legal business requirements are the responsibility of the exhibitor.
11. **CONVENTION CENTER RULES AND REGULATIONS:**

Attaching to Surfaces: Signage and decorations may not be taped, nailed, tacked or otherwise attached to the Convention Center's surfaces or fixtures like walls, elevators, doors, windows, floors, ceilings, etc. **Adhesives (approved tape usage):** The distribution and use of tape, adhesive-backed decals and stickers on any wall surface, glass or equipment is prohibited in the Convention Center. Only approved tape and adhesive backed materials (non-residue, easily removable) are permitted for use on the center's tile and/or carpeted areas.
12. **Licensors and/or service contractors** will be billed for any tape residue left on any surfaces or carpet in facility. For flip chart paper, painter's tape can be used to post charts on walls.
13. **SHIPPING AND RECEIVING:** Exhibitor freight and deliveries are not accepted at the Convention Center. Shipping services for Sponsors and Exhibitors are managed by:

CONVENTION SERVICES OF THE SOUTHWEST
 1921 Bellamah Ave. NW
 Albuquerque, NM 87104
 (505) 243-9889 • Fax (505) 243-8197
 Marcel Lucero – Marcel@Cssabq.com
 Mike Tull – Miket@Cssabq.com

La Cosecha 2019 Planning Committee appreciates your participation in this year's conference. If you have any questions or concerns, please contact the Conference Manager: Kyle Roberts at kyle@dlenm.org.