



## **Sandia Resort Convention Center (Event Center)**

### **Exhibitor Agreement**

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#### **Sandia Resort Rules & Regulations for Exhibitors:**

It is necessary for Sandia Resort and Casino to require all Promoters to contract with an outside General Service Contractor/Decorator. Each General Service Contractor / Decorator must provide insurance documentation and meet the minimum insurance requirements of Sandia Resort and Casino.

**We appreciate everyone respecting and following these procedures to keep our property as safe, convenient and comfortable as possible for all Guests. Thank you.**

1. Please use the areas outside of the building for smoking. If you do not find ashtrays or trash receptacles for you, just find any Sandia associate and they will be pleased to assist.
2. Because all utilities (electricity, water, plumbing, etc.) are all provided exclusively by Sandia Resort & Casino Event Center, they are subject to our available capacity. Please order these services through the Convention Services Manager

3. All such utility service requests must be received from the General Service Contractor/Decorator *fourteen (14) days prior* to the date for Exhibitor set up so that we can accommodate each request in a timely manner in order to assure proper service and operation for you.
4. Unfortunately, due to the number of requests that we receive, it is impossible for us to accommodate any signage at the Hotel or Casino Entrances or inside the Hotel Lobby, Guest Elevators or in Guest Room Corridors.
5. For safety issues, as well as to preserve the integrity of our carpeting, paint and overall structure and its appearance, we can not permit any taping, tacking, nailing or gluing to any interior or exterior surface of Sandia Resort & Casino's Event/Convention Center.
6. For the same reasons as mentioned above in #5, we are forced to prohibit streamers; glitter, adhesive backed decals and the like may not be distributed or used for any purpose.
7. We do not allow any food or beverages inside the Event Center other than Exhibitor samples which meet the requirements of Sandia Resort & Casino Policies. Please contact the Catering Sales Department for any food and beverage needs.
8. Any Exhibitor interested in distributing food or beverage must be the manufacturer of that product, or be exhibiting such product(s) in a food and beverage or related industry show. Exhibitors must only distribute "bite size" portions as samples not more than two (2) ounces of food or non-alcoholic beverages free of charge. All samples need to be provided in a single service container. For overall health safety reasons, serving samples from a common container can not be approved.
9. The Event Center shall be responsible for the general cleaning of the restrooms, lobbies, corridors and other public areas. The show's organizer or its approved General Services Contractor will provide a bulk trash receptacle in the loading dock area for Exhibitors' use and will also be responsible for the cleaning of their exhibit areas.

10. To assist our safety needs, we ask that you help us keep all aisles clear of any trash or clutter. These are extremely important areas that must be kept safe and clear of debris or trash at all times.
11. All decorations and items within the Exhibitors booth must be fire retardant and meet all requirements of local Fire Department Codes.
12. For the same important safety issues as mentioned above, we are legally and morally obligated to keep any blockages or obstructions away from any and all emergency phones, alarms, sprinkler heads, sprinkler connections, valves or hose connections.
13. All banners and signage must be hung by a General Service Contractor / Decorator retained by the event organizer and approved in advance by the Event Center.
14. Vehicles may be displayed, but you will need approval before the event from Sandia Resort and Casino. Any fuel powered vehicle or static display must have the smallest amount of fuel reasonably feasible; but no more than ¼ tank. According to our Fire Regulations, the gas cap must be locked or sealed by tape; batteries must also be disconnected. Vehicles may not be started, run or moved during the event hours for the safety of all. All vehicles must have plastic or plywood under the vehicle to protect the flooring or carpeting.
15. We may only allow the use of sterno or open flame lighting devices with prior approval of Sandia Resort and Casino.
16. Portable cooking equipment not connected to an outside flue is permitted if such equipment is fueled by small heat sources that can be readily extinguished by water. Proper precautions must be made to prevent ignition of any combustible material. Prior written approval from Sandia Resort and Casino is required for the use of any such cooking equipment.
17. No liquids other than water may be poured into the Sandia Resort and Casino Event Center drainage or sewer system. Nor may any items be washed, drained or rinsed in either that same drainage or sewer system.

18. Exhibitors demonstrating or using cooking appliances must have at least one 2A10BC fire extinguisher in their booth at all times. Every Exhibitor using any appliance that uses grease laden vapors (deep fat fryers, deep frying, frying pans and the like) must have at least one type “K” fire extinguisher in their booth at all times. Cooking appliances shall be isolated from spectators by at least four (4) feet or by a barrier between the appliances and the spectators. Apparatus must be placed on protective floor mats to protect the ballroom carpet. In the event of any damage to the carpeting or flooring, the Exhibitor agrees to pay a clean up fee or a replacement fee if necessary. Use of any cooking appliances requires prior written approval of Sandia Resort and Casino Event Center.
19. Loading docks should be used for the convenience of loading and unloading only. All vehicles that are left longer than a considered “reasonable” time, may, if deemed a breach of safety or security, be towed. If this became necessary, the towing fees would be passed to the owner of that vehicle. Prior to this action, however, an attempt would be made to have the owner relocate the vehicle to a more appropriate space. All loading should be accomplished through the loading dock area. For similar reasons of safety and for the convenience of all, lobbies are strictly limited to hand carried items. In order to accommodate our Hotel Guests in the manner which they deserve, we must disallow vehicle parking in the driving lanes at the Hotel main entrance or porte-cochere. In like manner, we cannot permit the Guest elevators to be used for transport of materials since they are authorized only for passengers.
20. Sandia Resort and Casino Event Center, because of strict laws regulating same, cannot accept freight shipment or packages for Exhibitors, show management or its contractors at any time. All freight needs to be consigned through the designated General Service Contractor/Decorator and retained by the show’s promoter.
21. Unfortunately, we cannot allow vehicles on the Event Center floor for loading or unloading. All equipment used for unloading and transport, such as dollies, carts, pallet jacks, etc. must be provided by each Exhibitor for their own use.

22. Helium filled balloons and Helium gas filled cylinders are allowed in the Event Center, but all balloons are limited to display purposes only and should be fastened to the booth itself or a portion thereof. Any and all compressed gas, helium cylinders must be properly secured to prevent from tipping, falling over, etc. during all event hours. For safety, these cylinders must be removed from the Event Center during non-show times.
23. The only live animals that are allowed are individual service animals.
24. Because of the large numbers of exhibits and people present for any event, it is impossible for Sandia Resort and Casino to be responsible for any lost or stolen items. Any and all valuables (purses, computers, cameras, etc.) should be stored securely by each Exhibitor. All valuables should be removed from the Event Center at the close of the show each day. During loading/unloading, please do not leave your booth unattended until all of your materials are packed and secured for departure.

**Information for Food Shows and shows with food sampling, the following is required by the U.S. Food and Drug Administration:**

1. The Food and Drug Administration; 2005 Food Code is the public health guidance document for all food shows.
2. Exhibitors, or a promoter on behalf of Exhibitors, are responsible for providing Sandia Resort and Casino Event Center with documentation that shows that all products being sampled and/or sold are from an approved source. These documents must be provided to Sandia Resort and Casino Event Center not later than thirty (30) days prior to the event.

**For Persons Bottling or Canning or Representing Products that are Bottled or Canned, the following must be provided:**

- A. A copy of the Scheduled Process Authority Letter
- B. For those not exempt and who are required to file:
  - i. A copy of FDA form 2541 showing the FCE number
  - ii. A copy of FDA form 2541a (ingredients / recipes may be redacted)
  - iii. A copy of the latest FDA inspection (ingredients or recipes may be redacted) and or an actual copy of the latest inspection by the health agency.

- C. For those exempt from filing: A copy of the processor's permit/license
  - D. For those not subject to a Process Authority Review;
    - i. A copy of the processor's permit/license
    - ii. An actual copy of the latest inspection by the health agency
3. Documentation that all products transported have been maintained in a safe manner must be provided in advance to the Event Center. This can be accomplished by providing temperature logs showing temperatures at departures, arrival and during the event.
  4. Exhibitors must have proper holding temperatures for hot and cold food. Food and meats must be kept in separate coolers; raw and cooked meat as well as different species of meats must all be kept separately. Foods labeled "Keep Refrigerated After Opening" must be maintained at a temperature of 41 degrees Fahrenheit or lower at all times either through adequate use of ice or by means of refrigeration.
  5. Exhibitors must have accurate calibrated thermometers to ensure correct product temperatures at all times, whether the food is in storage or on display.
  6. Water services for chafing dishes and pitchers may be obtained through a water source designated to the show by Sandia Resort and Casino Event Center. Kitchen areas may only be used with prior written approval of Sandia Resort and Casino Event Center.
  7. Exhibitors must follow best practices of food handling and preparation, including without limitation the following practices:
    - A. Pre-cooked meats should be used
    - B. Product labels must be accurate
    - C. No bare hand contact with ready to eat foods
    - D. Food contact surfaces must be smooth and easily cleanable
    - E. All booths must have sanitizing solutions or sanitizing wipes for sanitizing surfaces.
    - F. Each booth must have a hand wash station consisting of water from a gravity-fed container, catch basin and soap and paper towels. Gel sanitizer may be used in addition to good hand washing.
    - G. Serving containers must be clean and sanitary.

8. The service contractor for the show must lay plastic over permanent carpet areas for the Exhibitors sampling food and beverage. Plastic must be free of debris prior to removal from the carpet.
9. The General Service Contractor/Decorator must provide ice for exhibitors.
10. Exhibitors will not be able to cook in any of the Sandia Resort and Casino's kitchens.





**Vendor**  
**Directions/Check-in**  
**Process**

- I-25 to Tramway
- Exit west on Tramway.
- Turn Right on Thur Shan Drive.
- Stop at **Guard Shack #1** to check-in with security.
- Turn Right on Jaral Canyon Road.
- Please proceed to the **Roll-Up doors**.

All vendors must stop at **Guard Shack #1** and at the **Roll-up doors** as noted above. Vendors will be issued a stick-on visitors badge. A Photo ID will be required.