

WHITEHAWK EXHIBITOR INFO • PLEASE READ THE ENTIRE SHEET!

LOCATION: Santa Fe Community Convention Center • 201 W. Marcy St. • Santa Fe, NM 87501

EARLY REGISTRATION & BADGE PICK-UP

Tuesday, August 5 (9:30 – 4pm) AND Wednesday, August 6 (9am – 4pm)

Location: Convention Center in the Peralta room – accessed by the open door in the courtyard. **DO NOT** enter through any other part of the Convention Center.

SET-UP HOURS: Thurs, August 7 (assigned load-in time and location) UNTIL 5pm. Fri, August 8 (9am – 4pm)

BEFORE LOADING IN: Check-in at the loading dock to pick-up your packets and badges. **DO NOT** temporarily park in the loading dock unless this is your designated load-in spot.

WE HAVE 3 LOAD-IN LOCATIONS:

Loading dock: Federal Place between Lincoln Avenue and Grant Avenue entrance (across from the post office)

Loading zone: Along Grant Avenue alongside the building.

- There will be a security guard to check you in to the loading dock & loading zone.

Garage (119 Federal Pl): Beneath the Convention Center with access to the freight elevator.

PORTERS: Available on a first-come, first-serve basis. Please keep in mind that porters work for tips.

BOX STORAGE: Available in Peralta room against the wall. Please label your boxes. Space is limited, stack boxes neatly.

EARLY BUYER & BENEFIT PREVIEW: Exhibitors must be in the booth during the times listed below

Friday August 8 (12pm – 4pm) **Early Buyer, \$200/person** *includes admission to the Benefit Preview & all show days.

Friday August 8 (6pm – 9pm) **Benefit Preview, \$125/person.** *includes admission to all show days.

Exhibitors may purchase Benefit Preview tickets for clients for ½ price. Send a check to Whitehawk PO Box 88, Santa Fe, NM 87504, and the names of guest and we will put them on the Opening Night Guest list.

SHOW DAYS: Exhibitors must be in the booth during the times listed below

Saturday, August 9 (10am – 5pm) | Sunday, August 10 (10am – 5pm) | Monday, August 11 (10am – 3pm)

\$18 for a one-day ticket and \$25 for a run-of-show ticket. New Mexico residents free admission on Monday Aug 11.

On show days you may enter the hall at 9:00am (no earlier). **Please don't forget your badge and ID!**

BREAKDOWN: Monday, August 11 (from 3pm until you leave). Items must be boxed and ready for transport before moving vehicle into the load-in area. **DO NOT PACK UP BEFORE 3PM!**

BADGES: Badges are only allowed for employees of the booth (this will be enforced).

AMENITIES: Café service by **What the Truck** is available during exhibitor set-up and throughout the show with a variety of food & beverages. Café seating is available in the O'Keeffe room, Peralta room, and outdoors along courtyard portal.

PARKING: The underground parking garage is located at 119 S. Federal Place. Open daily from 7am – 10pm.

Rates: \$1 for the first hour, \$2 for each hour after that, up to a \$12 maximum.

SPECIAL EXHIBIT: This year Whitehawk presents two special exhibits: <https://whitehawkshows.com/exhibits/>

TAX RATE: Santa Fe Gross Receipts 2025 tax rate 8.1875% **WI FI:** Network is SF Convention Center. No password.

Thank you for being a part of the show! Contact us if you have any questions:

Kim Martindale: 805.340.0384

Stacy Freeman 505.477.0609

SHIPPING: Schedule shipping arrivals between Aug. 4 – Aug. Items must be insured and label your shipping box(es)

Exhibitor name/ attn: Whitehawk

Santa Fe Community Convention Center

Items being shipped out must be picked up by 11am Augst 12

Santa Fe Community Convention Center

Items being shipped out must be picked up by 11am August 12.

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