# **Exhibitor Expectations**



Exhibitors are expected to treat volunteer committee members with courtesy and respect at all times.

Staff directions from McGee Park and 4 Corners Energy Committee members are to be followed.

The 4 Corners Energy Conference is open to individuals over the age of 18, whom are employed by the energy industry and affiliated businesses. Inform employees that they need to show company identification, business card or be wearing a uniform for admission to the conference. Children are NOT allowed admittance to the conference. No pets are allowed except for Certified Service Animals. There is no admission fee to attend the conference.

#### Attendance

All booths will be physically manned from 8 am until 5:00 pm on Wednesday May 6<sup>th</sup> and from 8 am until 2 pm on Thursday May 7<sup>th</sup>.

#### Name tags

All vendors and Sponsors will be issued name tags and that are provided by 4 Corners Energy Conference while in attendance at the show.

#### Removal of Exhibits

The exhibitor agrees that no display will be dismantled or goods removed during the entire run of the show until 2 pm on Thursday, May 7<sup>th</sup>. As per signed contract failure to comply will result in penalty of 25% of the total cost of the contracted exhibit space.

#### Safety is our utmost Concern

Please take your time and be careful while setting up and tearing down. Make sure personnel are qualified to run equipment.

No outside Alcohol is to be consumed or open containers during exhibit hours.

## **Check-In Information**

#### **Exhibitor Check-In**

Outdoor Exhibitors Only! Monday, May 4, 2026, 8:00am - 4:00pm Indoor Exhibitors Only! Tuesday, May 5, 2026, 8:00am - 8:00pm

#### **Show Dates**

Wednesday, May 6, 2026 8:00am - 5:00pm Thursday, May 7, 2026 8:00am - 2:00pm

#### **Exhibitor Move-Out**

Indoor Exhibitors ONLY! Thursday: May 7, 2026, 2:00pm - 6:00pm Outdoor Exhibitors: Friday, May 8, 2026, 8:00am - 12:00pm

**Badges, lunch vouchers & reception tickets are** included in Exhibitor packages and Sponsor packages only and will be available Monday, May 6th at McGee Park during check-in at the registration desk in the main office.

**Speakers Check-In** at the registration desk in the main office on the day in which you are speaking. If you would like to view the room in which you will be speaking staff will be available to help you from 8am-1pm and 4pm until 8pm on Tuesday May 5th, and during conference hours May 6<sup>th</sup> and 7<sup>th</sup>. Projectors and screens will be provided. For conference hours please see the program schedule. If you have any questions, comments or concerns please contact us at 505-325-0279

#### **Shipping Information:**

Large items, or equipment **CANNOT ARRIVE at McGee Park PRIOR TO Friday May 1, 2026.** They can not accept any UPS items prior to **April 24, 2026**. Please be aware that items shipped to McGee Park will be placed in the booth by 4 Corners

Energy Conference and will have a service fee assessed. Arrangements for pick-up also need to be made. McGee Park will also handle the items being shipped out after the show, the vendors must attached the printed return label to the items they are shipping back. FCEC will do return shipping for a fee.

Items can be shipped to:

McGee Park, c/o ENERGY SHOW,

#41 Road 5568,

Farmington, NM 87401.

Be sure to include Energy Show and your booth number in the address.



## **Outdoor Booth Set-Up**

## **Outdoor Exhibitor Information**

Check -in: Monday, May 4, 2026 Outdoor Exhibitors ONLY! 8:00 am - 4:00 pm Check-out: Friday, May 8, 2026 Outdoor Exhibitors 8:00 am - 12:00 pm

Outdoor Exhibitors will check-in on **Monday, May 4, 2026 ONLY**. This will allow outdoor exhibitors to set-up in a safer environment. Display booths are 20' deep x 30' long. 1 table and two chairs are provided with outdoor booths. You may order those items from McGee Park or supply your own. Be courteous of your neighbors. If you are running equipment and it is too noisy for your neighbors you will be required to turn it off. McGee Park has a 6,000 lb forklift that will be available for the outside booths.

Outside booths <u>must</u> be manned, **NO** unmanned displays allowed. Electricity, table and chairs are available for outside booths.

- company identification sign
- one 6 ft. draped table
- two chairs
- electricity one plug
- includes two (2) conference badges with two lunch vouchers for each day Booth carpeting is **NOT** included.
  - Equipment or large display items <u>cannot</u> arrive prior to Friday May 1, 2026.
  - Midway displays next to the convention center and multi-purpose buildings must be removed by 12:00 pm on
     Friday May 8 to accommodate the next event scheduled at the venue.
  - Exhibitors are responsible for the loading and unloading of their own equipment for display. McGee Park will
    provide forklifts for outdoor exhibits.
  - Large displays need to arrive early in the morning on Monday, May 4th to be unloaded and positioned first.
     Large displays must be removed from the midway by noon on Friday, May 8th to accommodate the next event scheduled at McGee Park.
  - Display equipment must be clean and in good condition with no hazardous material in tanks or on premises. No leaking equipment will be tolerated.
  - Do not use stakes in the pavement. Use wheel chocks as appropriate. Use cribbing for heavy displays so the pavement will not be damaged.
  - Weight limits of displays will be set by McGee Park staff. If you display needs overweight DOT permits please call McGee Park 505-325-5415.
  - Safety is our upmost concern. Please make sure employees are certified for equipment they are running and are wearing the required safety items.
  - No outside Alcohol is to be consumed or open containers during exhibit hours.

#### **OUTDOOR BOOTHS**

- Refunds will *not* be given to outdoor exhibitors due to weather conditions.
- All booths will be manned from 8 am until 4 pm on Wednesday, May 6th and from 8 am until 2 pm on Thursday, May 7th. No unmanned displays allowed.
- Be courteous of your neighbors. Equipment and that is too noisy for your neighbors will be required to be turned off.

PLEASE NOTE: Space reservations will not be finalized until March 1, 2026, and your requested preferences cannot be guaranteed.



## **Indoor Booth Set-Up**

## **Indoor Exhibitor Information Booth Set - up**

Check-in: Tuesday, May 5, 2026 8:00 am - 8:00 pm Indoor Exhibitors **Only!** 

**Check-out: Thursday, May 7, 2026** 2:00 pm - 6:00 pm

Indoor Exhibitors will check-in on <u>Tuesday, May 5, 2026.</u> Display booths are 10'x10' and have back and side draping, one draped table and two chairs, a company identification sign, and one electrical outlet. <u>Aisles and individual booths are NOT CARPETED</u>.

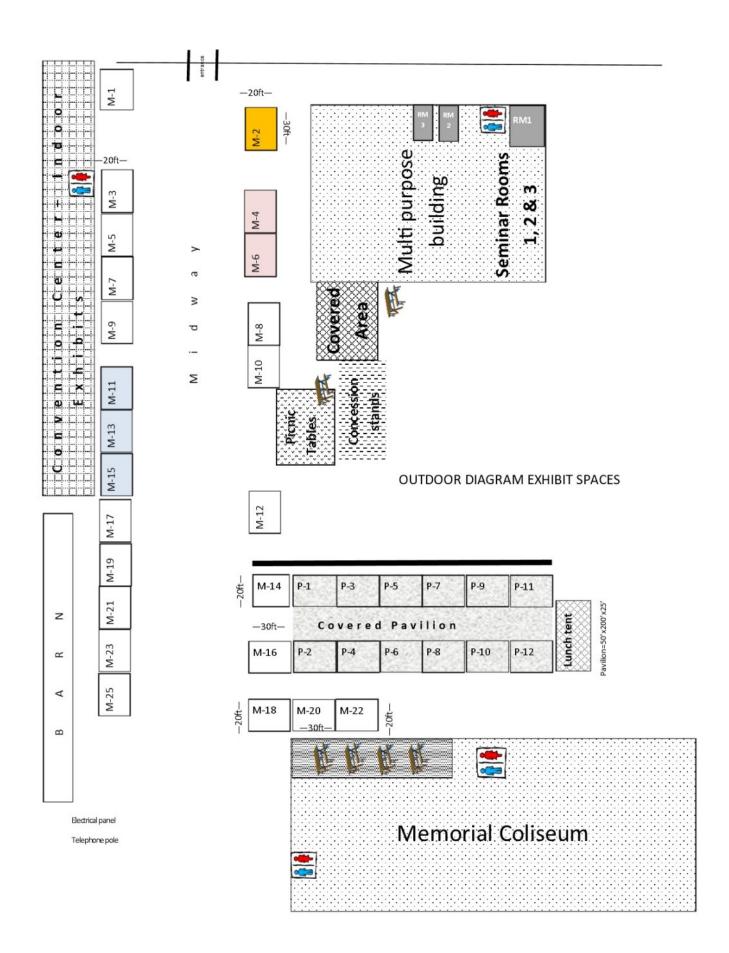
Indoor Exhibit Booth - Standard 10' x 10' Inside Exhibit booth in the Convention Center on the isle, with an 8 ft high draping back wall and 3 ft. wall side rails, Includes:

- company identification sign
- one 6 ft. draped table
- electricity one plug
- includes two (2) conference badges with two lunch vouchers for each day booth carpeting is NOT included.
- Exhibitors with large items/vehicles/displays that need a forklift must be ready to check-in at 8am 5/5/26

Those items will be first to move in and last to move out. Arrangements for forklift needs to be made through FCEC. ONLY McGee Park forklifts with McGee Park personnel may operate inside of the build-ings. Weight limits of displays will be set by McGee Park staff. Please call if the intended display is over-weight.

- All inside convention booths (#100 through #699) are supplied with one electrical outlet. Exhibitors must provide extension cord and power strip for exhibit.
- Displays placed in the inside booth space shall not be higher than 10 feet and shall not protrude into the aisle.
- Engines can not be run inside the exhibit halls. Items with gasoline/diesel tanks must have less than a quarter tank of fuel in the tank.
- Display equipment must be clean and in good condition with no hazardous material in tanks or on premises. No leaking equipment will be tolerated.
- McGee Park has a weight limit for display items. Please call for heavy items.
- Audio devices must be kept at a conversational level and must not interfere with other exhibitors displays. Audio devices may be supplied by exhibitor.
- No exhibitor shall assign, sublet or apportion the whole or any part of the space allotted, nor exhibit therein, nor permit any other person or party to exhibit therein, any goods, apparatus etc. not manufactured or distributed by the exhibitor in the regular course of business.
- Convention Center booths must be in place by 8 p.m. Tuesday, May 5th. No unmanned displays allowed. All booths will be manned from 8 a.m. until 4 p.m. on Wednesday, May 6th and from 8 a.m. until 2 p.m. on Thursday, May 7<sup>th</sup>, 2026.
- The exhibitor agrees that no display will be dismantled or goods removed during the entire run of the show until 2 pm on Thursday. As per signed contract Failure to comply will result in penalty of 25% of the total cost of the contracted exhibit space. Additionally, the exhibitor shall be prevented from showing in the next 4 Corners Oil and Gas Conference
- No outside Alcohol is to be consumed or open containers during exhibit hours.

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Ladies	125	224		225	324			325	424		425	524		527
Men's Room	119	218		219	318			319	418		419	518		521
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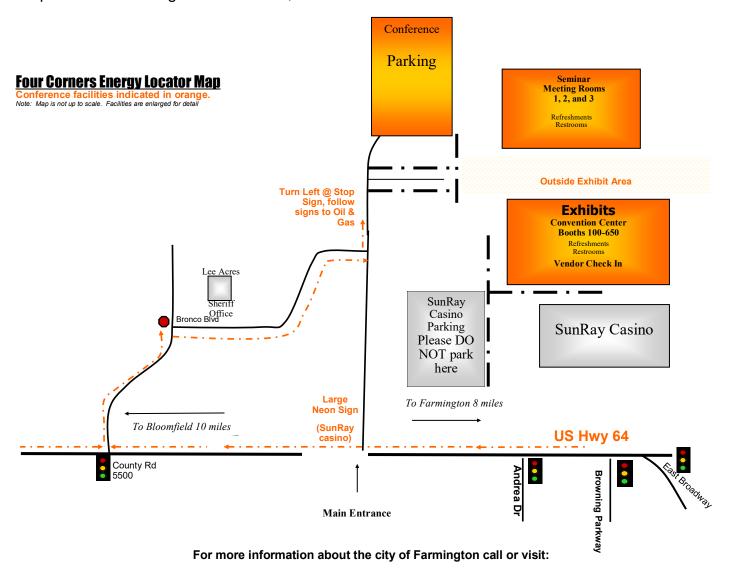
#### From Farmington, Bloomfield, or Aztec

McGee Park and Coliseum is located within the outer Farmington city limits and is easy to see from US Hwy 64. If you're staying in **Farmington**, just head eastbound on Hwy 64 for approximately 6 minutes and you will see McGee Park (as well as SunRay Park & Casino's neon lights) on your right hand side.

If you are staying in **Aztec**, the easiest route would be to head south on State Hwy 544 to Bloomfield and turn right (west) on US Hwy 64. From Bloomfield, keep going westbound on Hwy 64 for approximately 13 minutes and you will see McGee Park (as well as SunRay Park & Casino's neon lights) on your left hand side.

From **Bloomfield**, head westbound on Hwy 64 for approximately 13 minutes and you will see McGee Park (as well as SunRay Park & Casino's neon lights) on your left hand side.

Please park in the conference parking area not the SunRay Casino parking lot. For any comments or questions on driving to McGee Park, call us at 505-325-0279 or 505-330-0271.



**Farmington Chamber of Commerce** 5101 College Blvd., Farmington, NM

87402 505-325-0279 www.gofarmington.com

# News and Local Information CEC

#### **Pre-registration**

There is no admittance fee to attend the trade show or the conference. To reduce problems with the general public attending everyone must check-in at the gate. All exhibitors and attendees must be over 18 years old.

## Food Truck

We will have one food truck serving a wide variety of menu items during the conference at McGee Park. There is also a restaurant next door at Sunray Park.

## **Golfing Opportunities**

There are numerous golf courses in the Farmington area.

**Civitan Golf Course** 3 par course in Farmington. http://www.fmtn.org/274/Civitan-Golf-Course **Piñon Hills** in Farmington is a nationally-recognized, 18-hole, regulation golf course www.pinonhillsgolf.com/ 505-599-1065

Riverview Golf Course in Kirtland NM 505-598-0140 www.riverviewgolfnm.com

## For more information about the 4 Corners area and events

Please visit:

Farmington Convention and Visitor Bureau: www.farmingtonnm.org Farmington Chamber of Commerce: www.gofarmington.com

Five Sponsoring Organizations work together to present the 4 Corners Energy Conference.

Thank you to the dedicated volunteers that make it possible.









Four Corners Chapter

