



## **Operations Policies**

- Renters are required to provide proof of liability insurance for a minimum of \$1,000,000. New Mexico State Fair shall be named as an additional insured.
- A deposit is required to hold all rental dates and is due at contract signing. When your event is completed, a final bill shall be prepared reflecting your actual expenses. Final payment is due within 30 days of receipt of this bill.
- Renters are entitled to use the AAPAC box office when space is available. Use tape to affix your signage to the walls or you may use our pre-printed signage. Artwork will be available for pick-up up to one week after the last performance.
- If admission is charged, the box office is available for use during your event. Use of the AAPAC box office and ticketing system is strongly encouraged for ticket sales of events in the auditorium.
- AAPAC strongly recommends reserved seating. General admission ticketing shall be limited to 300 tickets per show. The overselling of the house or selling of standing room tickets shall be strictly prohibited.
- On most weekdays, parking is free to you and your patrons. However, during the weekend, EXPO New Mexico heavily utilizes the parking areas and may charge for parking. Permits may be obtained from AAPAC on a case-by-case basis. Parking violators are subject to ticketing and towing by EXPO New Mexico.
- The facility coordinator shall be notified in advance of any equipment placed in the theater, such as video recording or sound recording equipment. Every effort shall be made to accommodate unannounced camera crews without compromising patron safety.



## Performer Guidelines

- No food or beverages are allowed on the stage or in the house at any time. Those items may be enjoyed in the green room, in the lobby area, or in the dressing rooms. To avoid additional cleaning charges, everyone is expected to deposit their own trash in one of the backstage cans.
- The burning of candles or incense is prohibited.
- AAPAC is a smoke-free building. No smoking is permitted inside or within 30 feet of the outside of the building.
- It is strongly recommended that no valuables be left unattended in the dressing rooms, green room or backstage hallway. Valuables should be left in your car or placed in the care of a stage manager.
- All make-up application is restricted to the dressing room areas. Make-up or other damage to the green room furniture or other equipment will be charged to the renting organization.
- For safety reasons, audience members are not allowed access past the proscenium post-performance. Patrons wishing to meet the performers should be directed to the lobby.



## Technical Policies

- A list of special effects or performance elements that are potentially damaging to AAPAC, its stage, soft-goods, flooring or equipment (such as drumming on floor, throwing of any kind of material and the dragging of heavy scenery) shall be submitted in writing to AAPAC no later than 30 days prior to load-in and are subject to approval by AAPAC.
- The use of flame in any form in AAPAC is strictly controlled and requires the approval of the AAPAC facility coordinator.
- AAPAC technical staff has the right to inspect any and all scenery or props used onstage. All pieces shall be built and/or rigged safely. All wooden and fabric surfaces shall be flame-proofed by one of the four approved methods: back-painting all raw wood, covering raw wood with flame-proofed fabric, spraying raw wood, fabrics and papers with a recognized flame-proofing liquid, commercial flame-proofing of fabrics. Pieces not meeting these standards shall not be allowed onstage.
- AAPAC is not responsible for any props or scenery left backstage or in the hallway during the term of the rental. All items shall be locked onstage or in the dressing rooms upon leaving each night.
- Renters using the green room are responsible for straightening and removing their property from the green room at the end of each rental day unless arrangements have been made.
- The costs of removing all property of the renter are the responsibility of the renter. All items remaining after load-out become the property of AAPAC.
- The costs associated with striking and restoring all AAPAC lighting equipment and soft-goods used by the renter is the responsibility of the renter.