

Dimensions & Capabilities

Room Dimensions				Room Capabilities			Exhibit Capacities	
	Square Feet	Size	Ceiling Height	Theater Style	Classroom Style	Banquet Style	Portable Walls	8 X 10 Booths
Bataan Hall	5,963	67 X 89	15'	500	350	400	No	40
Bataan w/ stage	+432	27 X 16	10'					
Río Grande Hall	7,238	48 X 157	13'	700	256	440	Yes	50
Room A	2,209	47 X 47	13'	200	80	150	Yes	15
Room B	1,551	47 X 33	13'	80	48	70	Yes	10
Room C	1,363	47 X 29	13'	80	48	70	Yes	10
Room D	2,115	47 X 45	13'	200	80	150	Yes	15
Don Fernando Hall	4,752	54 X 88	12'	350	168	250	No	34
Coronado Hall								
El Taoseño Room	1,210	22 X 55	10'	75	45	60	No	N/A
El Alcalde Room	644	33 X 28	10'	45	24	40	No	N/A
Los Angelitos Room	676	24 X 29	10'	45	24	40	No	N/A
Coronado Patio	2,700	30 X 90	Open					
Executive Conference	220	(Board Room Seating for 10)						

Rates

	Square Feet	Four Hours or Less	4 - 8 Hours	Over 8 Hours	Commercial Exhibit
Río Grande Hall	7,238	\$400	\$500	\$640	\$780
Room A	2,209	\$100	\$125	\$160	\$195
Room B	1,551	\$100	\$125	\$160	\$195
Room C	1,363	\$100	\$125	\$160	\$195
Room D	2,115	\$100	\$125	\$160	\$195

Bataan Hall

	5,963	\$275	\$375	\$500	\$600
With Stage	+432	\$300	\$400	\$550	\$650

Don Fernando Hall

	4,752	\$300	\$375	\$500	\$600
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Coronado Hall

El Taoseño Room	1,210	\$75	\$100	\$150	\$200
El Alcalde Room	644	\$60	\$75	\$100	\$125
Los Angelitos Room	676	\$60	\$75	\$100	\$125
Coronado Hall Patio	2,700	\$60	\$75	\$100	N/A
Executive Conference	220	\$30	\$50	\$75	N/A

Rates are subject to change without notice. Labor fees for staff time beyond normal operating hours will be billed at \$50 per half-hour. Excessive clean-up will be billed to lessee at the rate of \$50 per half-hour. Hours of operation are: Río Grande Hall, Bataan Hall and Don Fernando Hall, 7 a.m. - Midnight daily; Coronado Hall 7 a.m. - 9 p.m. daily.

Places & Things

Travel

Getting to Taos is fun and easy. Located 120 miles north of Albuquerque, the drive is part of the northern New Mexico experience. Cruising up to the high mesa valley into Santa Fe, winding along the foothills of the Sangre de Cristo mountains with the Río Grande to the west, the highway takes you through the canyon and up to a breathtaking view of the Taos valley and Río Grande Gorge.

Ground Shuttles (To and from Albuquerque and Santa Fe)

Twin Hearts Express, 505-751-1201

Faust's Transportation, 888-830-3410

Car Rental

Enterprise Rent-a-car, 505-737-0514, 1-800-736-8222

Public Transportation

Chile Line, 505-751-4459

Tours

Self-Guided Walking Tour of Taos (Includes 22 Historic Taos landmarks)

Drive the Enchanted Circle, approximately 2 hours (longer if you choose)

Taos Pueblo - A "must see"

Museums

E.L. Blumenschein Home and Museum, 222 Ledoux Street, 9 - 5 Daily; Winter hours vary - 758-0505

Governor Bent Museum, 117 Bent Street, 10 - 5- Daily

Kit Carson Home and Museum, 10 - 6 Daily

La Hacienda de los Martinez, Ranchitos Road, 10 - 5 Daily; Call for winter hours - 758-1000

Harwood Museum of Art, 238 Ledoux, 10 - 5 Tuesday - Saturday, Noon - 5 Sunday - 758-9826

Millicent Rogers Museum 10 - 5 Daily, Closed Mondays, November - March - 758-2462

Taos Art Museum & Fechin House, 227 Paseo del Pueblo Norte, 10 - 5, Tuesday - Saturday - 758-1710

Taos' museums are often available for conference gatherings, receptions, seminars and weddings.

Florists

Bud's Flowers, 751-3555

Enchanted Florist, 758-3030

Elegante Florals, Weddings and Special Occasions, 741-0637, 751-0192

Information & Policies part one

History

The Taos Civic Plaza and Convention Center's three large halls, Bataan Hall, Río Grande Hall and Don Fernando Hall, provide column free space for up to 124 booths. Bataan Hall was built in 1933 with Workmans Public Administration funds from the New Deal under President Franklin Roosevelt. Taos Civic Plaza and Convention Center was once home to Taos' Army National Guard Armory, the Taos Police Department, a gymnasium, the community swimming pool and even the town garage. The facility was fully renovated in 1991 with the regal simplicity of southwestern tradition. The Convention Center consists of 23,835 square feet of meeting and exhibit space, with an additional 6,380 square feet of outdoor meeting or banquet space. The Convention Center boasts nine breakout rooms, a full-service commercial kitchen and state-of-the-art audiovisual equipment. The center can accommodate groups from 10 to 700.

Location

Taos Civic Plaza & Convention Center is located in the heart of the historic downtown district, within walking distance of Taos Plaza, numerous galleries, shops, restaurants and hotels. The center is also less than a mile from the 1,100-year-old Taos Pueblo.

Scope

The Convention Center is owned and operated by the Town of Taos. The center's primary objective is to host events and activities that result in economic benefits for the town and local businesses. A secondary objective is to provide facilities to state entities, local organizations and businesses that enhance the quality of life for the community. It is the responsibility of the center's management to provide a quality facility and service to our clients while operating the property in a fiscally sound manner.

Meeting Room Assignments & Set-ups

Meeting rooms are set up once per day. Additions or changeovers incur labor charges. Rooms are assigned by number of people expected. If that number increases or decreases, we reserve the right to change groups to a more suitable room.

Scheduling & Confirmation Policies

First priority scheduling is given to activities and events that are in the best interest of the town. Only a convention or conference will be booked more than 12 months in advance of the event. Time segments include move-in and move-out time and do not allow for overnight or advance storage.

Cancellation Policy

There will be no right of cancellation for the sole purpose of holding the same or reasonably similar function at another venue. There is a minimum \$25 administration fee for cancellation. Other cancellation charges may apply.

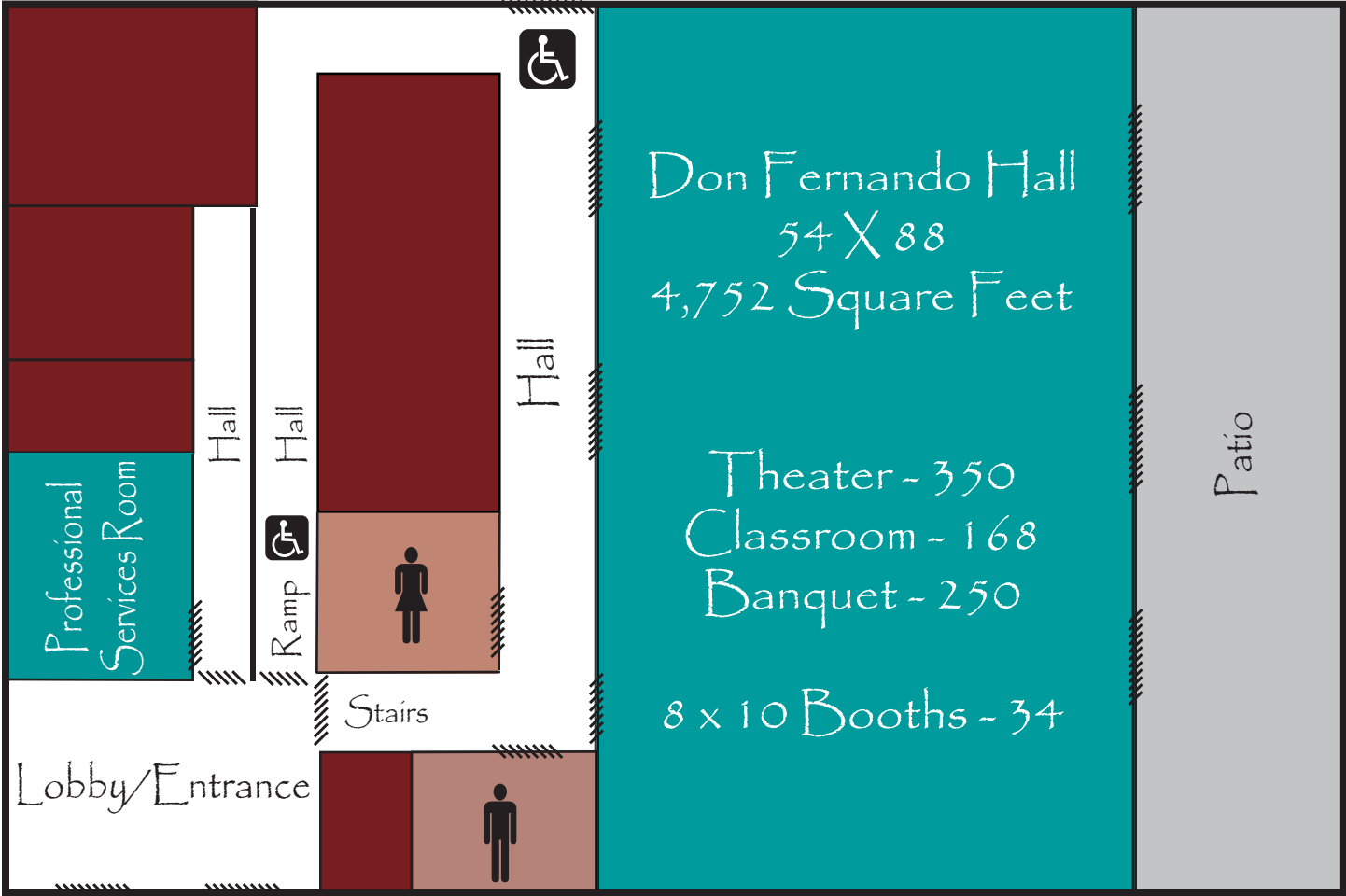
Fire Regulations

Tenants shall abide by all fire regulations in place during the time buildings are being utilized.

Americans With Disabilities Act

The facility is entirely handicapped accessible.

Don Fernando Hall floor plan



Civic Plaza Drive

 Rentable spaces

Information & Policies part two

Service and Equipment Fees

Additional fees may include, but are not limited to, move-in and/or move-out time, excessive clean-up, utility services, labor from midnight - 7 am, room set-up changeovers, equipment rental and special labor charges. A current list of fees is included in this packet. The Taos Convention Center maintains exclusive electrical, plumbing and other utility services.

Hours of Operation

Río Grande and Bataan Halls	Sunday through Saturday	7 a.m. - midnight
Coronado Hall	Sunday through Saturday	7 a.m. - 9 p.m.
Don Fernando Hall	Sunday through Saturday	7 a.m. - midnight

Outside Vendors

All outside vendors providing services and/or products to users of the Taos Civic Plaza and Convention Center must contact the Facilities Supervisor. Fourteen days before the first day of move-in, a list of all vendors or service providers for the user and/or individuals exhibitors is due in the Convention Center office.

Concessions and Catering

All food, beverage and liquor service are provided by contracted companies of the Convention Center. No food and/or beverage may be carried into the Convention Center.

Liquor Control

All functions desiring the service of alcoholic beverages must coordinate with the Convention Center's contracted provider. Absolutely no liquor may be brought into the premises by a client. Events at which alcoholic beverages are served will require the presence of security guards, which will be coordinated with the alcohol provider and applicable service charges will apply. No liquor may be consumed or dispensed at an activity that is classified as a youth activity. Youth is defined as any persons under the age of 21 years. All liquor service must end at midnight.

Security

Taos Civic Plaza and Convention Center reserves the right to require security at non-alcohol functions based on the type of function and number of people in attendance. Applicable charges will be assessed.

Parking

Parking is available in the Municipal Parking Lot, which has 225 unmetered spaces. Numerous other metered spaces are available around the Convention Center.

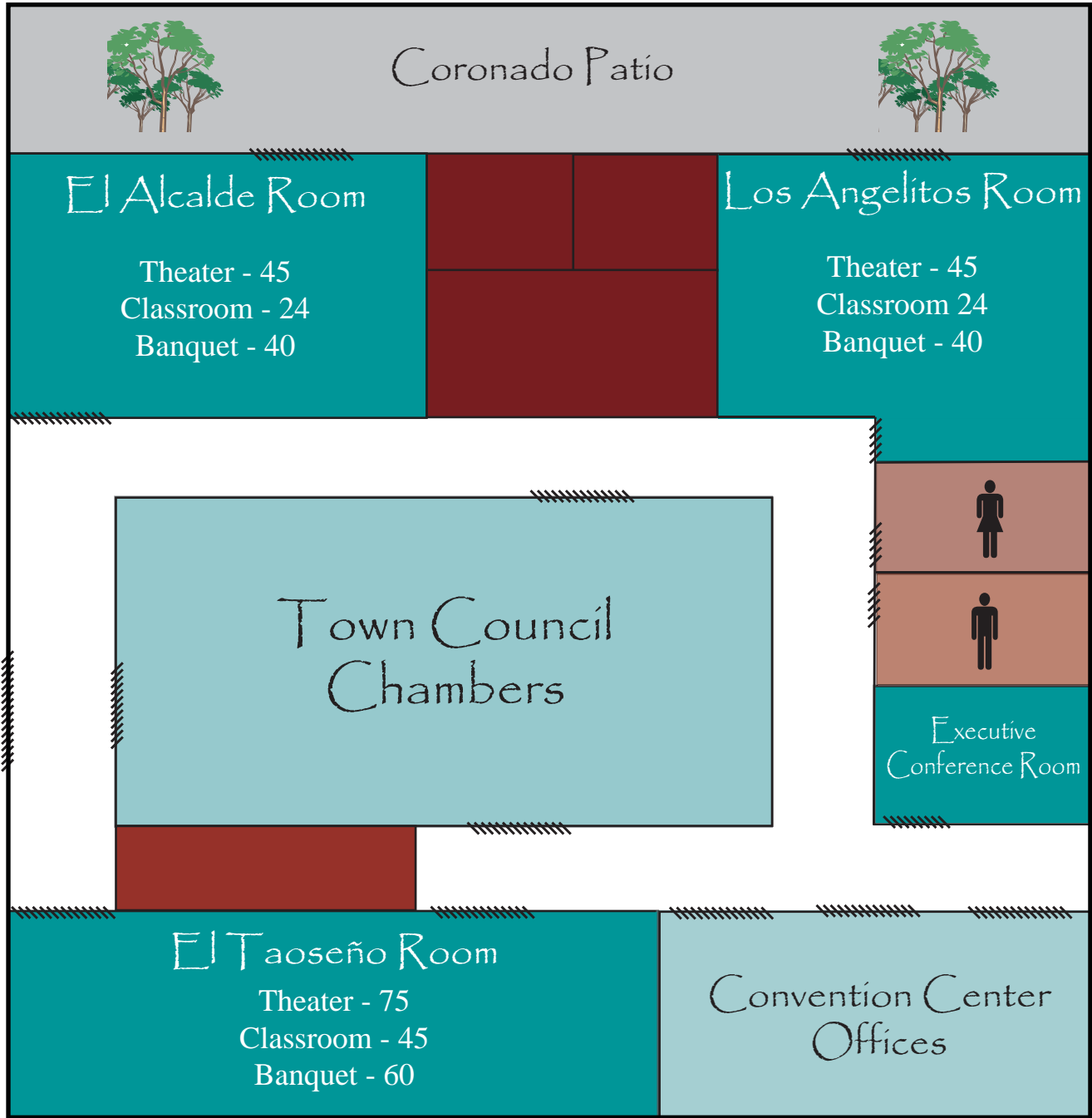
Smoking Policy

In compliance with the New Mexico Clean Air Act, the Town of Taos has established a no smoking policy for all public buildings. Certain areas will be designated as authorized smoking areas.

Deliveries

The Taos Civic Plaza and Convention Center cannot accept advance freight shipments for exhibitors or clients more than three days prior to the event. Freight must be consigned to client's show service contractor or delivered directly to the service contractor during the leased period.

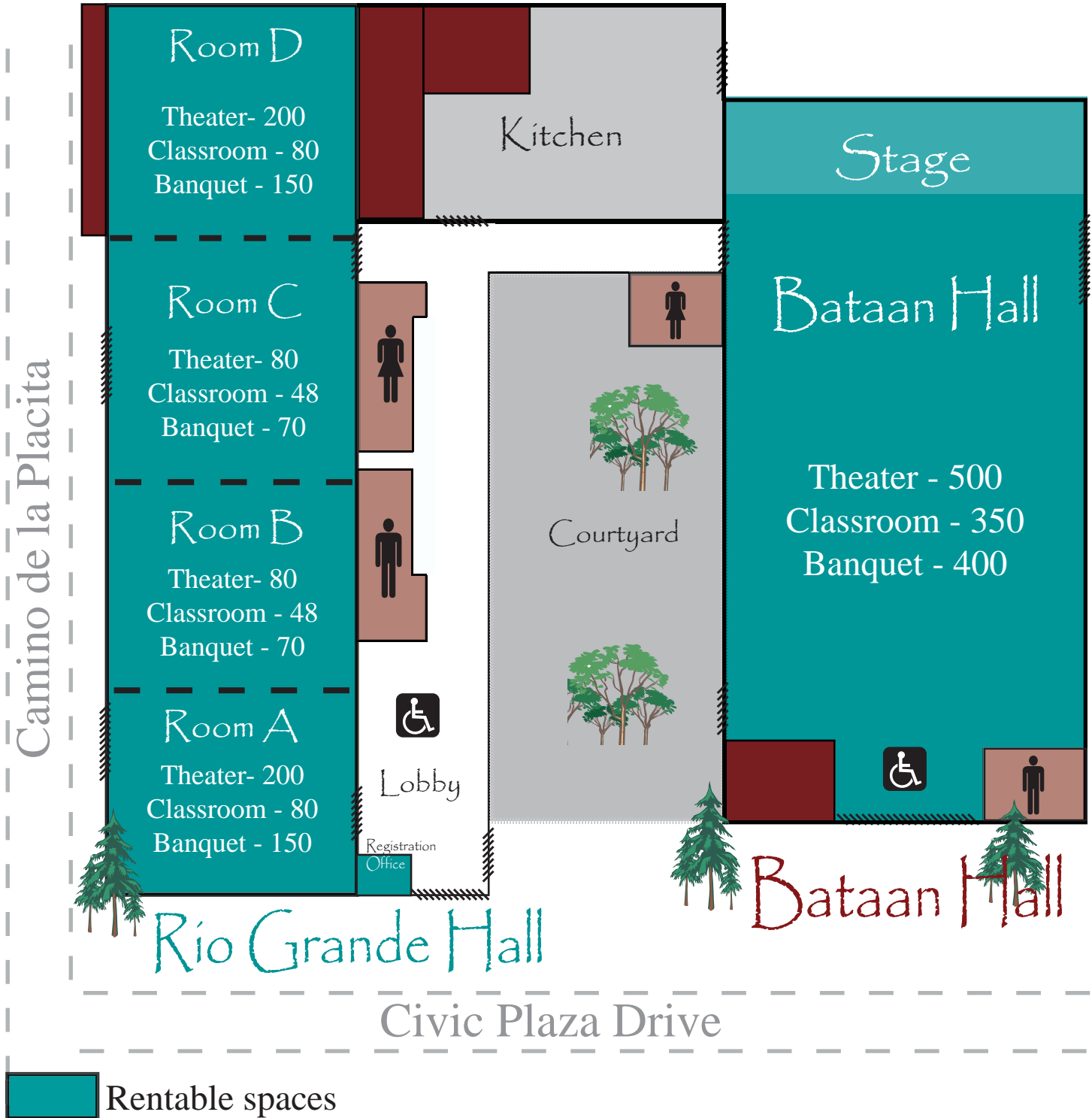
Coronado Hall floor plan



Rentable spaces

Civic Plaza Drive

Río Grande Hall & Bataan Hall floor plans



Professional Services & Rentals

Audio Visual Equipment & Connection Fees

Cassette Dual Player	\$20
DVD Player	\$30
Internet Connection (Hardwire)	\$50
Microphone - Floor Stand	Complimentary
Microphone - Tabletop Stand	Complimentary
Microphone - Hard wire	\$10
Microphone - Lapel	\$10
Microphone - Wireless	\$25
PA System (Built In)	Complimentary
- Río Grande and Bataaan Halls	
PA System - Portable	\$200
Overhead Projector	\$20
Slide Carousels	\$30
Video Projector (DLP)	\$200
Screen (5' X 5')	\$10
Screen (8' X 8')	\$20
Screen (10' X 14')	\$40
Screen (12' X 12')	\$40
Telephone Line Fee	\$50
Television - 27"	\$30
VCR/DVD Monitor	\$25
Wireless Internet Access (Advance notice required)	Complimentary

Business Center

Domestic Fax - First Page	\$4
Subsequent Pages	\$2
Receive Domestic Fax (per page)	\$1
International Fax - First Page	\$6
Subsequent Pages	\$3
Receive International Fax (per page)	\$1
Photocopies (letter, B&W)	\$.15
Photocopies (legal, B&W)	\$.20
Photocopies (letter, Color)	\$.25
Photocopies (legal, Color)	\$.30

Miscellaneous Equipment

Booth Space Electricity	\$25
Chairs	Complimentary
Dance Floor (24'x30')	\$100
Double Dance Floor (48'x60')	\$200
Display Boards (double sided)	\$50
Display Rods	\$3
Dry Erase Board (4'x8')	\$25
Easel	\$10
Flip Chart Pads	\$15
Flip Chart Stand	\$10
Lattice Dividers	\$25
Lecterns	Complimentary
Marquee	Complimentary
Podiums	Complimentary
Risers (Adjustable) - 4' X 8" X 16"	\$35
Risers (Adjustable) - 4' X 8" X 24"	\$50
Tablecloths (each)	\$4
Tables	Complimentary
Technician On Site (per hour)	\$50

Rates are subject to change without notice and certain items may require a deposit. Unless otherwise specified, all charges are on a per item, per day basis.

Taos Convention Center is equipped with 100 amp/ 3 phase electrical power.

Note: TCPCC can arrange for any additional audio visual equipment or services required. The charge to the client will be based on the rate of cost plus a 20 percent handling fee.

Lessee may contract with any reputable convention services company to perform with exhibit or trade shows. Convention services companies must contact the TCPCC office and coordinate with staff. All rules and regulations of center must be adhered to.