



1921 Bellamah NW
Albuquerque, NM 87104
t. 505.243.9889
f. 505.243.8197
www.cssabq.com

email us @
esr@cssabq.com

SHOW INFORMATION QUICK REFERENCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

SHOW NAME:	2023 CTMA Conference	
EXHIBITOR MOVE-IN:	Monday, August 07, 2023	1:00PM – 5:00PM
SHOW DATE(S):	Monday, August 07, 2023	5:30PM – 9:00 PM
	Tuesday, August 07, 2023	8:00AM – 7:00PM
	Tuesday, August 07, 2023	5:30PM – 7:00PM (Networking)
	Wednesday, August 08, 2023	8:00AM – 3:00PM
EXHIBITOR MOVE-OUT:	Wednesday, August 09, 2023	3:00PM – 5:00PM

Outside freight carriers must be checked in by: **Wednesday, August 09, 2023 @ 4:00PM**
All materials must be packed with bill(s) of lading turned in to **CSS** by: **Wednesday, August 09, 2023 @ 4:00PM**

SHOW LOCATION: Hilton Santa Fe Buffalo Thunder
Tewa Room
20 Buffalo Thunder Trail
Santa Fe, NM 87506

STANDARD BOOTH PACKAGE: 8' x 10'
(Included with booth purchase) 8' Black Draped Back Wall
3' Black Draped Side Rail
(1) 6' Black Draped Table
(2) Molded Plastic Chairs
(1) Waste Basket w/ Liner
(1) 7" x 44" ID Sign

The exhibit hall **IS** carpeted.

IMPORTANT DEADLINES:

First date freight can arrive at the advance warehouse:	Wednesday, July 05, 2023
Submission deadline for exhibitor appointed contractor (EAC) notification:	Monday, July 24, 2023
Last date to receive certificate of insurance for EAC:	Monday, July 24, 2023
Advance Orders and Payment Deadline:	Friday, July 28, 2023
Last date freight can arrive at the advance warehouse:	Friday, August 04, 2023

SHIPPING INFORMATION:

ADVANCE FREIGHT RECEIVING
Monday – Friday 8:00AM – 4:30PM
Wednesday, July 05 – Friday, August 04, 2023
ADVANCE SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #
2023 CTMA
c/o **CSS**
1921 Bellamah Ave. NW
Albuquerque, NM 87104

DIRECT SHIPPING IS NOT AVAILABLE

PLEASE DO NOT SHIP TO FACILITY
IF FACILITY RECEIVES SHOW FREIGHT, IT WILL BE
CONSIGNED TO **CSS** AND EXHIBITOR WILL INCUR
DRAYAGE CHARGES. **ALL OUTBOUND SHIPPING MUST**
GO THROUGH **CSS**. FACILITY WILL NOT ACCEPT ANY
OUTBOUND SHIPPING RESPONSIBILITY.