



## TRADE SHOW GUIDELINES

### General Information:

- Please note that it is the promoter's or presenter's responsibility to coordinate areas used with your building event coordinator to ensure there have been no changes to areas allowed for sale. In addition, it is the promoter's or presenter's responsibility to ensure that all parties involved in purchasing exhibit space is given this document in advance of any tradeshow activities.
- When arranging your contract times, please be sure that you have allowed enough time for your decorator to move in their materials and complete the necessary measuring and set-up prior to the beginning of your move-in. Often, we are not able to accommodate requests for extra time and would appreciate it if you plan for their needs in advance.
- The weight rating of the concourse level floor is 100lbs per square foot. Please make sure your display does not exceed the rating. If you would like to seek an engineer's opinion to exceed this rating we can work with you and the FARGODOME'S structural engineer to come to an acceptable compromise. Any cost incurred for this engineering work will be the responsibility of the exhibitor.
- Water for an exhibit must be signed up for on the exhibitor electrical form. You will need to pay for the water drain/fill before we can provide you with water. If the water fill is for the concourse or lobby level we will need to ensure that the exhibit will fit within the weight restrictions listed above.
- The FARGODOME will accept **no** shipments for exhibitors prior to the start of or after the conclusion of your show. If they need to ship items at these times, please instruct them to make arrangements with your decorator. The FARGODOME **will** accept shipments for promoters prior to events. Please have the sender note your company name, the event name ***and*** the Event Coordinator's name on the package, so that our staff will know that they can accept the parcel. If you intend to have items shipped out from the building after the conclusion of the show please coordinate this with the event coordinator responsible for the show.
- All paint over-spray removal changes will be billed directly to the promoter, in the case the FARGODOME is not made aware of any damages to the facility resulting from an exhibitor(s).
- Please make exhibitors aware of what is and is not included – such as pipe and drape, tables, chairs etc.- with their booth rental.
- Utilities, including electricity, water phone and internet lines are available to exhibitors for purchase through the FARGODOME. Please provide your exhibitors our current price list and/or direct them to our website for ordering instructions.
- The FARGODOME is not responsible for any items left after the conclusion of the trade show.

### Decorating/Approved Materials:

- Please remember that FARGODOME does not allow the use of duct, masking, scotch or two-sided tape for ***any*** application. We require that wrestling mat tape be used. If you intend to use two-sided tape to hold carpet

pieces down to the concrete than you must first lay wrestling mat tape down. This may be purchased at sporting goods stores or we will have it available for sale here at the FARGODOME. If your exhibitors use any two-sided tape, a minimum clean up charge of \$300.00 will be assessed directly to the promoter. In addition, stickers of any sort are not permitted to be handed out for advertising purposes. If stickers are found throughout the building the individual exhibitor and the show promoter may be held accountable for the removal of the stickers.

- Please remember it is the responsibility of the presenter or promoter to remove all booth boundary tapes or markers from the floor once the load out is complete. Clean up charges will be assessed for any remaining tape or boundary markers.
- The FARGODOME does not allow the use of any kind of tapes or adhesives in its meeting rooms or banquet space. Easels or some other form of holder must be used for all signage.
- Please remind exhibitors that we do not allow decorative helium balloons in the FARGODOME. We do allow large tethered helium advertising balloons, prior to installing them in their booth; the exhibitor must first sign a waiver which is available at the utility table in the NW corner of the field level during load-in hours. The waiver acknowledges financial responsibility for retrieval of "lost" balloons.
- There is no storage at the FARGODOME for exhibitor crates, boxes, etc.... Any storage must be approved prior to the show opening. As available, approved storage will be billed at settlement.
- Please advise your exhibitors that all vehicles, trailers, and booth materials must be removed completely from the FARGODOME and its parking lots by the time your contract expires. If time and space allow and you have discussed the need for space with your event coordinator the FARGODOME will make every effort possible to accommodate your needs. Occasionally, we are able to accommodate requests from exhibitors to stage their trailers or extra vehicles in an empty parking lot prior to the beginning of move-in and/or at the conclusion of the event. However, **all** arrangements for this must be made with the Event Coordinator prior to the move-in day. We have experienced many problems in past years with exhibitors dropping their items and blocking our parking lots well prior to and after the scheduled event date(s). The FARGODOME assumes no responsibility for loss, theft or vandalism of items left outdoors. If any vehicles are left on the property without prior permission – or parked in the wrong location- the equipment may be towed at owner's expense.

### **Snow/Ice Removal -Exhibitor Displays:**

- Please advise your exhibitors that removal of snow on their display items (ex. boats and RVs) is their responsibility prior to entering FARGODOME.
  - Tarps filled with snow/ice must be removed outside in parking lots. Exhibitor is responsible for disposal of tarps.
  - Exhibitors must ensure that as much snow/ice as possible is off display pieces/trailers/etc. prior to entering FARGODOME.
  - FARGODOME will have pressure washers available to remove any road grime and limited amounts of snow/ice from display items. FARGODOME staff will refuse items they deem excessively snow laden until snow/ice is properly dealt with by exhibitor.

- Exhibitors are responsible to contain any dripping water from their exhibits. This includes emptying buckets prior to overflowing, using a squeegee under/around display pieces, and ensuring water does not collect on floor causing slip hazards.

### **Food & Beverage:**

- NO Food or Beverages may be sold at the FARGODOME without prior approval. Any food or beverage sampling or giveaways must be approved by the FARGODOME prior to any such activity. It is the promoter's responsibility to be aware of who is exhibiting a specific product in their show and to instruct the exhibitor to contact the FARGODOME in advance of any sales or sampling of any food and beverage product. This includes any exhibitor that has sold or sampled products at previous FARGODOME shows; there is no "grandfathering" exception to this policy. Please have the exhibitor contact the FARGODOME at 701-241-9100 and ask for the Food & Beverage Department.
  - Sample sizes are required to be 4oz. or less.
  - Exhibitors approved by FARGODOME to sell food or beverages may be charged either a daily fee per booth (\$75 per day, capped at \$225 per event) or 40% of net sales. This fee will be billed to the promoter or presenter, who is responsible for collecting it from each exhibitor.
  - Exhibitors must contact Fargo Cass Public Health at 701-476-6729 to obtain any required permits for food or beverage distribution.
  - If approved to sell alcoholic beverages, the exhibitor must obtain the appropriate permit from the North Dakota Tax Commissioner's Office and provide a copy to FARGODOME.
  - If approved to offer sample of off-sale alcoholic beverages, a FARGODOME employee must be present to check IDs. This service is billed at the current hourly rate with a four-hour minimum. The fee will be billed to the promoter or presenter, who is responsible for collecting it from each exhibitor. The exhibitor must also provide the following to FARGODOME:
    - Certificate of insurance listing FARGODOME as the certificate holder (Attn: "Event Name", 1800 N University Dr., Fargo 58102)
    - Special Event Permit listing the event and applicable dates
    - Copy of Alcoholic Beverage License
- Coolers for use of holding beverages -both alcoholic and non-alcoholic- is strictly prohibited on the show floor. Any and all coolers will be subjected to search and will be dealt with on a case-by-case basis.
  - Distribution of any beverages (to both vendors and public) is strictly prohibited.
    - Distribution of alcoholic beverages without an officially issued liquor license violates state and local laws.
- "Barbequing" or "grilling" is not permitted in the FARGODOME. Barbeques or grills may be used as displays and may be turned on momentarily for display purposes. Propane tanks can be no larger than 5lbs and no extra tanks may be stored in the building, only propane tank that is connected to the grill may be in the building (see additional information regarding propane usage under the Flames, Combustibles and Firearms section). All propane regulators are required to be certified. At NO time are fryers with hot oil permitted on the show floor or concourse level.
- Below are the requirements for the FARGODOME cooking and/or warming devices:

Cooking and/or warming devices that produce grease laden vapors shall be electric. Open flame devices are prohibited. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing

laboratory (i.e. U.L, F.M.)

1. Cooking, warming devices, and/or heated products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth, or provide a Plexiglas shield between the cooking and/or warming device and the public.
2. The table holding the cooking and/or warming devices shall be stable and have adequate support to keep devices from falling or tipping.
3. The table surface holding the devices shall be of a noncombustible material. Foil or a cookie sheet can be used on the table under your device.
4. A minimum of two (2) feet shall be kept between cooking devices.
5. Combustible materials shall be kept a minimum of two (2) feet away from any cooking and/or warming devices.
6. The exhibitor or booth operator must provide a 20lbs ABC extinguisher with each booth utilizing a warming device. This extinguisher must be within 30 feet, however, not across an aisle.
7. Each device is required to have a suitable lid.
8. Please come prepared with your own fire extinguisher for your booth.

### **Flames, Combustibles and Firearms:**

- Open flames of any kind are not permitted in your exhibit space. If propane is used in your booth the following guidelines are required to be followed:
  - Propane tanks can be no larger than 5lbs
  - The regulator that feeds the line and tank must be certified with the tag on the regulator
  - Only the tank that is hooked to the regulator can be in the building, i.e. "extra tanks" must be stored outside of the building
  - If multiple tanks are used in your exhibit space there must be a minimum of 15' of separation between tanks
- If your exhibit contains any petroleum-based products (ex. Motor vehicles) the following guidelines must be followed:
  - The gas tanks must be less than 1/3 full of fuel
  - The gas tanks must be taped shut
  - The battery terminals must be disconnected
- If welding is to take place in your exhibit space, the following guidelines must be followed:
  - Please notify your building event coordinator in advance if welding will be part of your exhibit space.
  - A complete fire shelter must be built around the welding area:

- The fire shelter must extend from the floor to four (4) feet above the working surface
- The fire shelter shall be made of approved fire resistive materials
- A suitable fire extinguisher must be available in the booth.
- All flammables must be removed from inside and around the areas where welding will take place.
- One person must be designated as the fire watch person and shall be present at all times.
- The fire watch person shall be trained in how to use the suitable fire extinguisher.
- A hot work permit must be obtained from FARGODOME staff on the day the welding will take place.
- ALL functional firearms MUST be disabled (removing firing pin) or have a trigger lock ON the firearm at all times while in the facility.

**Animals:**

- Please notify your exhibitors that FARGODOME does not allow pets of any kind to enter the facility. Service animals are welcome.
- Exhibitors must make arrangements for any non-service animals to be cared for offsite.