

2024 HEALTH, TECH & TRADES CAREER EXPO RULES AND REGULATIONS

THE CAREER EXPO STEERING COMMITTEE WILL PROVIDE FLOOR SPACE TO THE EXHIBITOR ONLY AS INDICATED VIA THE REGISTRATION FOR AN EXHIBIT IN THE FARGODOME ON THE DATES SPECIFIED BELOW.

EXHIBITOR AGREES TO THE FOLLOWING RULES, REGULATIONS AND ADDITIONAL CONTRACT PROVISIONS BY COMPLETING A REGISTRATION FOR THE 2024 EXPO:

1. INSTALLATION OF EXHIBITS

Exhibitors may install their exhibits between **6 a.m. and 8 a.m. Dec. 3, 2024.**

2. EXHIBIT HOURS

The Health, Tech & Trades Career Expo will be open to student attendees **between 8:30 a.m. and 2 p.m. Dec. 3, 2024.**

3. REMOVAL OF EXHIBITS

Exhibitors will not start breaking down exhibit areas prior to 2:00 p.m. Dec. 3, 2024, but **must remove exhibits between 2:00 p.m. and 3:30 p.m.** Exhibits not removed by this time will be removed by the Career Expo at the exhibitor's expense. There is absolutely no storage for display materials at the Fargodome. Each exhibitor is responsible for clean-up of individual exhibit areas. Exhibitors are responsible for the removal of all garbage. Trash cans will be available at move-out.

4. EXHIBIT CONSTRUCTION

a. Exhibit Area:

- i. The Expo will provide exhibit spaces separated by drapes supported on metal framework. Tables and chairs will be available at no cost, but exhibitors must order them prior to the Expo. See Section 6 for electricity availability and requirements.
- ii. Signage will not be provided.
- iii. Adjoining exhibitors will work together in construction of exhibit area, each utilizing one side of common dividers.

b. Space Measurements:

- i. Size of exhibit area is measured by outside dimension. Construction of exhibits must be so that the outside or extreme width and/or depth does not exceed the size of space purchased. Exhibitors must not exceed the exhibit area.

c. Arrangement of Display:

- i. Exhibitors are required to arrange their displays so as not to obstruct the general view or conceal other exhibits. In all linear exhibit areas, the exhibit's back wall will be limited to 8'. With the company sign attached, the display must not exceed a total of 10' in height without prior approval of show management. Exhibit signage above the 8' wall may not be printed on the back side because it intrudes upon the neighboring exhibit.

d. Exposed Construction of Exhibit:

- i. Exposed backsides of backwalls, sidewalls and/or exhibit must be covered so as not to be offensive to other exhibitors. Sidewall drapes must be 30" in height. Exhibit on sidewalls over 30" in height cannot extend more than 5' from back of exhibit without prior approval of the Steering Committee.

e. Care of the Building and Exhibits:

- i. Exhibitors will be responsible for any damage done to the building by themselves, their agents or employees. All property destroyed or damaged by exhibitors must be replaced in its original condition by the exhibitor or at the exhibitor's expense. Walls, woodwork, and the floor of the building must not be defaced or altered in any manner whatsoever.
- ii. Tacking, taping, or nailing of signs, banners, etc. to any permanent walls or woodwork or beyond the limits of any background is prohibited. Double-sided, electrical or duct tape is strictly prohibited. The only authorized tape is wrestling mat tape available through the Fargodome. No nails or bracing wires used in erecting displays may be attached to the building. Exhibitors will be required to keep their exhibit displays neat and orderly throughout the Expo.
- iii. Exhibits using unauthorized tape or demonstration materials (e.g., paint) will be assessed a penalty by the Fargodome of \$100 per 5 feet for restoration and clean up.
- iv. No helium or lighter than air balloons are allowed.

5. HEALTH AND SAFETY

- a. All materials used MUST be nonflammable to conform to the fire regulations of the Fargo Fire Department. Open flames are not permitted at any time in your exhibit space. All use of oil, gasoline, natural or bottled gas, and/or open fires must meet standards of, and be approved by, the Fargodome and the Fargo Fire Marshal. Some demonstrations may be allowed by acquisition of a hot work permit via the Fargodome.
- b. No combustible materials such as crepe paper, cardboard, hay, or straw bales shall be used at any time. Materials not conforming with such regulations will be removed immediately at the exhibitor's expense.
- c. All exposed electrical wiring, edges of carpeting and/or other floor coverings must be secured by wrestling mat tape, the only approved method of the Fargodome. See tape restrictions under Section 4.
- d. All demonstrations and interactive displays must have prior approval from the Steering Committee and the Fargodome. Open flames of any kind are not permitted. **Fargo Fire Marshal allows no larger than 5 lb. LP tanks for fireplaces, grills, or any other product.** Extra tanks must be stored outside of the building.
- e. Cooking and/or warming devices that produce grease-laden vapors shall be electric. Open flames are prohibited. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory (e.g., U.L., F.M.). A minimum of 2 feet shall be kept between cooking devices. The exhibitor or other exhibit operator must provide a 20lb. ABC extinguisher with each exhibit utilizing a warming device. This extinguisher must be within 30 feet of the display and not across an aisle.
- f. Exhibitor shall take every precaution in and around exhibit area to protect the health and safety of the general public.

6. ELECTRICAL REQUIREMENTS

The Fargodome has 110-volt 20-amp outlets available. Availability is based on exhibit location. Any additional and/or special needs may require additional cost and must be requested 7 days prior to the event. Exhibitors must order electricity prior to the Expo. Exhibitors are responsible for supplying extension cords. Exhibitor's display must pass Fire Marshall's inspection. Electrical wiring and equipment installation must conform to the rules set forth by the Fargodome utility service. Engines, motors, or any kind of equipment may only be operated with the consent of the house electricians.

7. DEMONSTRATIONS

Demonstrations & interactive displays must have prior approval of the Health, Tech & Trades Career Expo Steering Committee (Steering Committee) and Fargodome Management. Unnecessary noises, loud radios, television, organ music/vocal music, or other types of noisy demonstrations are forbidden without the approval of the Steering Committee prior to the Expo. **The Fargodome does not allow drones, and pictures or videos of event attendees are strictly prohibited.**

8. EXHIBITOR NAME TAGS

The Expo will not furnish name tags for each exhibitor.

9. LITERATURE AND GIVEAWAYS

Exhibitor may distribute literature, samples, brochures, giveaways, etc. from exhibit space. However, no exhibitor will be permitted to perform any of these acts outside of their exhibit space. **The Fargodome does not allow stickers and balloons.** For a complete list of prohibited items to ensure that they cannot be used as a weapon or something that can be thrown, please see the Health, Tech & Trades Career Expo website. There is a list of encouraged items included.

10. APPEARANCE OF EXHIBIT SPACE

Exhibitor will remove all excess display materials, packing, storage cases, etc. from exhibit area. Exhibitor's exhibit space shall be kept neat, orderly, and clean at all times.

11. SUBLET OF EXHIBIT SPACE

Companies involved in cooperative exhibit designs must be contracted separately. Each Exhibitor will be responsible for payment.

12. SECURITY

The Expo will not be responsible for, nor will they guarantee the exhibitor against, loss of any kind.

13. ELIGIBILITY AND ASSIGNMENTS

The Steering Committee reserves the right to determine the eligibility of any firm or product, and to make

space assignments and arrangements as management deems appropriate.

14. CANCELLATIONS

- a. **In the event the exhibitor wishes to cancel participation in the Expo, the Steering Committee will make no refund of deposits or monies paid unless cancellation is made on or before November 15, 2024.**
- b. If it becomes necessary to cancel the production of the Expo in its entirety for any reason, all monies paid by the exhibitor to the Expo for space will be refunded, and the exhibitor shall and does waive any claim for damages or compensation. The Steering Committee reserves the right to postpone the production of the Expo for good cause.
- c. In the event that some, but not all of the Expo is canceled, monies paid by the exhibitor to the Expo for space will be refunded pro rata and the exhibitor shall and does waive any claim for damages or compensation except the pro rata return of the amount paid for space rental.

15. INSURANCE

Exhibitors are required to provide at their expense a certificate of coverage for Workers Compensation insurance and general liability insurance. Proof of required insurance coverage must be provided by Nov. 15, 2024.

Neither the Building Industry Association of the Red River Valley, Fargo Moorhead West Fargo Chamber of Commerce, the City of Fargo, the Fargodome Authority, their employees, directors and officers, nor any member of the Steering Committee, provides Insurance for the benefit of exhibitors or their directors, officers, employees, agents, and invitees. Exhibitors who desire to carry insurance on their exhibits or for any other purpose must place it at their own expense. Exhibitors are urged to maintain such insurance coverage as they deem necessary to fully protect themselves against risk, assumed or incurred, in connection with the Expo.

16. LIABILITY

Neither the Fargo School District No. 1, West Fargo Public School District No. 6, Fargo Catholic Schools Network, any other participating school or school district, the Building Industry Association of the Red River Valley, Fargo Moorhead West Fargo Chamber of Commerce, the City of Fargo, The Fargodome Authority, their employees, directors and officers, nor any member of the Steering Committee nor members of their companies, including directors, officers, employees or agents will be responsible for any death, injuries to persons, or for loss or damage to property that may occur to the exhibitor or its directors, officers, employees, agents or invitees from any cause whatsoever prior to, during, or subsequent to the period covered by the exhibit contract. By agreeing to these Rules & Regulations, or by exhibiting without expressly agreeing (implied acceptance), the exhibitor, for itself, its directors, officers, employees, agents, and invitees expressly releases the above-named entities and persons from any and all claims, demands, damages, actions, and causes of action for any such loss, damage, death, or injury. Without limiting the foregoing, the exhibitor understands that any consignment of goods is entirely at the risk of the exhibitor.

17. INDEMNIFICATION

Exhibitor agrees to indemnify and hold harmless the Fargo School District No. 1, West Fargo Public School District No. 6, Fargo Catholic Schools Network, any additional participating school or school district, the Building Industry Association of the Red River Valley, Fargo Moorhead West Fargo Chamber of Commerce, the City of Fargo, the Fargodome Authority, their employees, directors and officers, nor any member of the Steering Committee nor their directors, officers, employees, agents and invitees against all claims, demands, damages, actions, causes of action or judgments, including without limitation attorney fees and other expenses, for death or injuries to persons or for loss of damage to property arising, in whole or in part, out of any act or omission of exhibitor or its officers, directors, employees, agents, or invitees, done or omitted in connection with the Expo.

In the event that any such claim, demand, damage, or cause of action shall be asserted, or action, or other proceeding instituted against any of the above-named entities or persons, exhibitors shall defend against such claim, demand, damage, cause of action, or other proceeding by counsel satisfactory to the above-named.

18. EVENTUALITIES

In case the exhibition hall is destroyed by fire, or the elements, or by any other cause, or in case any other circumstance makes it impossible for the management to permit the contracted space to be occupied by the exhibitor, then this lease shall terminate, and the exhibitor shall waive any claim for damages or compensation except the pro rata return of the amount paid for space rental.

19. CONCLUSION

Any violation of the above regulations will prohibit the exhibitor from participating in any future Expo events. Exhibitors will be notified of any noticeable violations.

The Health, Tech & Trades Career Expo is a non-smoking event. ALCOHOLIC BEVERAGES AND SMOKING ARE FORBIDDEN in all areas of the event.

SAMPLE 10x10 EXHIBIT SPACE DIMENSIONS:

