

career expo

HEALTH, TECH & TRADES

Fargodome
November 30, 2017
8:30 a.m. - 2:30 p.m.

Exhibitor Contract
Due: November 3, 2017

Please print legibly, type or download a writable document at www.httcareerexpo.com

Company: _____ Name of Contact: _____
Address: _____ City: _____ State: _____ Zip: _____
E-mail Address: _____ Phone: _____ Fax: _____
Website: _____
Products or services to be displayed: _____

Please list any hands-on demonstration your exhibit will include: _____

Number of lunches needed for exhibit staff during expo: _____

The undersigned hereby makes application for space in the Health, Tech & Trades Career Expo. **100% of the booth rental price shall be forwarded with this contract.** The contract will not be considered complete and no exhibit space will be assigned until such time as full payment of booth rental is received. In the event of breach of contract the space may be forfeited and the exhibitor will not be allowed to set up; the Career Expo will also have the right to dispose of the space without liability.

No refunds will be made for booth rentals cancelled after November 14, 2017 (12 working days before the show).

Exhibits must remain open and staffed at all times during official Expo hours. Alcoholic beverages and smoking are strictly prohibited.

Sponsorship Information:

Please indicate Sponsorship Choice and Amount below:
\$ _____ Platinum Sponsor.....\$1,500 & over
(Please contact Angela to request number of booth spaces)

\$ _____ Gold Sponsor.....\$1,000
(includes up to 10 complimentary booth spaces**)

\$ _____ Silver Sponsor.....\$500
(includes up to 6 complimentary booth spaces**)

\$ _____ Bronze Sponsor.....\$250
(includes up to 4 complimentary booth spaces**)

**based on availability

\$ _____ TOTAL AMOUNT

Booth Information:

Please indicate Booth Space and Amount below:

_____ Exhibit Space.....\$125 for first booth*

_____ Additional booths.....\$75 each *

_____ Total # of Booth Spaces (please complete the section for special & electrical requirements)

*Booths are sold in 10' x 10' increments.

For questions about Sponsorships or Booths, Contact Angela Boser at (701) 866-7374 or httcareerexpo@yahoo.com.

Special Requirements:

Please indicate the number needed for the following:

___ Table (8 ft. long x 30" w. x 30" h.)

___ Chairs*

*Limit one table and two chairs per 10x10

Drape/Pipe provided in 10 x 10 increments.

Please return to (make checks payable to same):
Fargo Public Schools
Idette Graham
415 4th Street North
Fargo, ND 58102
701.446.1040
grahami@fargo.k12.nd.us

Electrical Requirements:

Exhibitors must order electricity using this form.

Exhibitors are responsible for supplying extension cords.

See back for rules. Exhibitor's display must pass Fire Marshall's inspection.

*Availability is based on booth location

___ 110 v 20 amp outlet

___ Special needs (may require additional cost & must be requested 7 days prior to event)

___ Internet access is available for all exhibitors

Check here if you would like to be contacted to schedule a move-in time to drive into the dome to unload your supplies.

See reverse side of contract for Rules and Regulations.

2017 HEALTH, TECH & TRADES CAREER EXPO RULES AND REGULATIONS

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

EXHIBITOR AGREES TO THE FOLLOWING RULES, REGULATIONS AND ADDITIONAL CONTRACT PROVISIONS BY SIGNING THIS CONTRACT:

1. INSTALLATION OF EXHIBITS

Exhibitors may install their exhibits between **6 and 8 am, November 30.**

2. EXHIBIT HOURS

The Career Expo will be open to student attendees at the following hours: **Nov. 30 - 8:30am - 2:30pm.**

3. REMOVAL OF EXHIBITS

Exhibitors will not start breaking down exhibit areas prior to 2:30 pm Thursday, November 30. Exhibitors **must remove exhibits between 2:30 pm and 5 pm, Thursday, the closing day of the Career Expo.**

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. Exhibitors are responsible for removal of all garbage; trash cans available at move-out.

4. EXHIBIT CONSTRUCTION

A. Exhibit area:

1. The Career Expo will provide booths using drapes supported on metal frame work. Tables and chairs will be available; exhibitors must indicate interest on the front of this contract. See #6 for electricity.
2. Signage will not be provided.
3. Table and chairs are free.
4. Adjoining exhibitors will work together in construction of exhibit area, each utilizing one side of common dividers.

B. Space Measurements:

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 size of space purchased. Exhibitors must not exceed booth area.

C. Arrangement of display:

Exhibitors are required to arrange their displays so as not to obstruct the general view or conceal other exhibits. It is suggested that exhibitors having large or bulky exhibits select wall space or island space. 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. Exhibits signage above the 8' wall may not be printed on the back side because it intrudes upon the neighboring booth.

D. Exposed Construction and Exhibits:

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 booth without prior approval of the Career Expo Steering Committee.**

E. Care of the building and exhibits: 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 placed 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.

1. **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 displays neat and orderly throughout the Expo.
2. **Exhibits using unauthorized tape or demo materials (i.e. paint) will be assessed a penalty of \$100 per 5 feet by the FargoDome for restoration and clean up.**
3. **No helium or lighter than air balloons allowed.**

F. **Demonstrations & interactive displays must have prior approval of the Career Expo Steering Committee & FargoDome Management.**

5. HEALTH AND SAFETY

- A. All use of oil, gasoline, natural or bottled gas, and/or open fires must meet standards of and be approved by Career Expo Steering Committee, FargoDome, and the Fargo Fire Marshal.
- 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 4. Exhibit Construction E-1.
- D. All demonstrations and interactive displays must have prior approval from the Career Expo 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 (i.e. U.L., F.M.). A minimum of 2 ft. shall be kept between cooking devices. The exhibitor or booth operator must provide a 20lb. ABC extinguisher with each booth utilizing a warming device. This extinguisher must be within 30 ft., however, 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

110 volt 20 amp outlets available. Any additional and/or special needs may require additional cost and must be requested 7 days prior to the event. Exhibitors must order electricity using this form. Exhibitors are responsible for supplying extension cords. Exhibitor's display must pass Fire Marshall's inspection. Availability is based on booth location. See front for ordering. 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. EXHIBITOR IDENTIFICATION NAME TAGS

The Career Expo will not furnish name tags for each exhibitor.

8. SUBLET OF EXHIBIT SPACE

Companies involved in cooperative booth designs must be contracted separately. Each exhibitor will be responsible for payment and each company must have a minimum of one single booth.

9. SECURITY

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

10. 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 the exhibit space. **Stickers are strictly prohibited.**

11. DEMONSTRATIONS

Unnecessary noises, loud radios, television, organ music/vocal music, or other types of noisy demonstrations are forbidden without the approval of the Career Expo Steering Committee prior to the Career Expo.

12. APPEARANCE OF EXHIBIT SPACE

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

13. ELIGIBILITY AND ASSIGNMENTS

Career Expo 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 Career Expo, the Career Expo Steering Committee will make no refund of deposits or monies paid unless cancellation is made on or before November 14, 2017.

B. If it becomes necessary to cancel the production of the Career Expo for any reason, all monies paid by the exhibitor to the Career Expo for space will be refunded upon request, and the exhibitor shall and does waive any claim for damages. Career Expo Steering Committee reserves the right to postpone the production of the Career Expo for good cause.

C. In the event that some, but not all of the Career Expo is cancelled, monies paid by the exhibitor to the Career Expo for space will be refunded pro rata and the exhibitor shall and does waive any claim for damages.

15. INSURANCE

Exhibitors are required at their expense to provide certificate of coverage for Workers Compensation insurance and general liability insurance for the benefit of the Career Expo. Please refer to front page for contact and mailing information.

The Career Expo will not provide insurance for the benefit of exhibitors or their 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 Career 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 Home Builders Association of Fargo-Moorhead, the FargoDome, nor any member of the Career Expo Steering Committee or 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 signing the exhibit contract, or by displaying without a signed contract (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 Home Builders Association of Fargo-Moorhead, the FargoDome, and any member of the Career Expo Steering Committee, and their directors, officers, employees, agents and invitees against all claims, demands, damages, actions, causes of action or judgements, 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 Career 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. CLEANUP/REMOVAL

Exhibitor will remove all excess display materials, packing, storage cases, etc. from exhibit area during and after the event. Exhibit space shall be kept neat, orderly and clean at all times. Each exhibitor is responsible for clean up in individual exhibit areas. Exhibits must be removed promptly at conclusion of event with all garbage disposed of in trash cans provided.

19. EVENTUALITIES

In case the exhibition hall is destroyed by fire, or the elements, or by any other cause, or in case any other circumstance make 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.

20. CONCLUSION

Any violation of the above regulations will prohibit the exhibitor from expo participation in any future productions. 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.