

Fargodome | December 1, 2022 | 8:30am – 2:00 pm

EXHIBITOR CONTRACT

This exhibitor contract is due no later than November 1, 2022.

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

Please return to (and make checks payable to):

Fargo Public Schools
 Attn: Idette Graham
 700 7th St S
 Fargo, ND. 58103
 701.446.1040
 grahami@fargo.k12.nd.us

Company: _____ Name of Contact: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Email Address: _____ Phone: _____ (work) _____ (cell)
 Website: _____

Products or services to be displayed: _____
 Please list any hands-on demonstration your exhibit will include (if applicable) (Descriptions might be used for promotional purposes at the event, please be specific): _____

Number of lunches needed for exhibit staff during Expo (if applicable): _____

The undersigned hereby makes application for space in the Health, Tech & Trades Career Expo. **100% of the exhibit 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 exhibit 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 exhibit rentals canceled after November 15, 2022.

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

Questions? Contact the HBA at 701-232-5846 or hannah@hba.fm

Exhibitor Options

Please indicate Exhibit Space and Amount below
**All exhibits are sold in 10'x10' increments*

One 10'x10' Space (\$150) _____ **Additional 10'x10' Spaces (\$100 each)** _____
Total # Exhibitor Spaces _____
Total Amount Due (**all credit card payments will have a 3% processing fee added*) \$ _____

Special Requirements

*Please indicate the number needed (limit 1 table, 2 chairs, per 10'x10' exhibit space)
 Pipe & drape is provided in 10'x10' increments*

Table (8' long x 30" wide x 30" height) _____ **Chairs** _____
Pipe & Drape (3' sections, 8' backdrop) # sections _____ # backdrop _____

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 exhibit location*

110 v 20-amp outlet _____ **Special Needs** (*may require additional cost & must be requested by November 15, 2022*) _____
**Internet access is available for all sponsor 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 or to park your approved vehicle demonstration.

See back for Rules and Regulations.

2022 HEALTH, TECH & TRADES CAREER EXPO RULES AND REGULATIONS

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

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

1. INSTALLATION OF EXHIBITS

Sponsors may install their exhibits between **6 and 8 am, December 1.**

2. EXHIBIT HOURS

The Career Expo will be open to student attendees at the following hours: **Dec. 1 - 8:30 am - 2:00 pm.**

3. REMOVAL OF EXHIBITS

Sponsors will not start breaking down exhibit areas prior to 2:00 pm Thursday, December 1. Sponsors **must remove exhibits between 2:00 pm and 3:30 pm**, Thursday, the Career Expo closing day. Exhibits not removed by this time will be removed by the Career Expo at the sponsor's expense. There is absolutely no storage for display materials at the Fargodome. Sponsors are responsible for removal of all garbage; trash cans available at move-out.

4. EXHIBIT CONSTRUCTION

A. Exhibit Area:

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. Sponsors will be required to keep their exhibit 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 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 demos 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 sponsor'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 sponsor or sponsor's exhibit operator must provide a 20lb. ABC extinguisher with each exhibit utilizing a warming device. This extinguisher must be within 30 ft., however, not across an aisle.
- F. Sponsor 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. Sponsors must order electricity using this form. Sponsors are responsible for supplying extension cords. Sponsor's display must pass Fire Marshall's inspection. Availability is based on exhibit 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. SPONSOR'S EXHIBITOR IDENTIFICATION NAME TAGS

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

8. SUBLET OF SPONSOR'S EXHIBIT SPACE

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

9. SECURITY

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

10. LITERATURE AND GIVEAWAYS

Sponsor may distribute literature, samples, brochures, giveaways, etc. from exhibit space. However, no sponsor will be permitted to perform any of these acts outside of their 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. **The Fargodome does not allow drones, and pictures or videos of event attendees are strictly prohibited.**

12. APPEARANCE OF SPONSOR'S EXHIBIT SPACE

Sponsor will remove all excess display materials, packing, storage cases, etc. from exhibit area. Sponsor's 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 sponsor 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 15, 2022.

B. If it becomes necessary to cancel the production of the Career Expo for any reason, all monies paid by the sponsor to the Career Expo for space will be refunded upon request, and the sponsor shall and does waive any claim

1. The Career Expo will provide exhibits using drapes supported on metal framework. Tables and chairs will be available at no cost; sponsor must indicate interest on the front of this contract. See #6 for electricity.
2. Signage will not be provided.
3. 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 exhibit area.

C. Arrangement of display: Sponsors are required to arrange their displays so as not to obstruct the general view or conceal other exhibits. It is suggested that sponsors 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 exhibit.

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

E. Care of the building and exhibits: Sponsors will be responsible for any damage done to the building by themselves, their agents or employees. All property destroyed or damaged by sponsors must be replaced in its original condition by the sponsor or at the sponsor's expense. Walls, woodwork, and the floor of the building must not be defaced or altered in any manner whatsoever.

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 canceled, monies paid by the sponsor to the Career Expo for space will be refunded pro rata and the sponsor shall and does waive any claim for damages.

15. INSURANCE

Sponsors 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.

Neither the Home Builders Association of Fargo-Moorhead of F-M, the City of Fargo, the Fargodome Authority, their employees, directors and officers, nor any member of the Career Expo Steering Committee, provides Insurance for the benefit of Sponsors or their directors, officers, employees, agents, and invitees. Sponsors who desire to carry insurance on their exhibits or for any other purpose must place it at their own expense. Sponsors 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 City of Fargo, The Fargodome Authority, their employees, directors and officers, nor any member of the Career Expo 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 sponsor 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 sponsor, 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 sponsor understands that any consignment of goods is entirely at the risk of the sponsor.

17. INDEMNIFICATION

Sponsor 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 City of Fargo, the Fargodome Authority, their employees, directors and officers, nor any member of the Career Expo 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 or omission of sponsor 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 use 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 claims, demands, damages, cause of action, or other proceeding by counsel satisfactory to the above-named.

18. CLEANUP/RENEWAL

Sponsor will remove all excess display materials, packing, storage cases, etc. from exhibit area during and after the event. Sponsor's exhibit space shall be kept neat, orderly and clean at all times. Each sponsor 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 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.

20. CONCLUSION

Any violation of the above regulations will prohibit the sponsor from Expo participation in any future productions. Sponsors 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.