

EXHIBITOR INFORMATION

Please share this information with ALL working the show!

➤ PARKING / ARENA ENTRANCE

Exhibitor Parking - Alerus Center SW parking lot

- * VEHICLES ARE NOT TO BE PARKED IN THE EAST SIDE OF THE PARKING LOT.
- * YOU WILL BE ASKED TO MOVE YOUR VEHICLE.

Exhibitor Entrance - Door #2 (SW side) of Alerus Center

- * Exhibitors must use Door #2 and have wristband to enter.

*******Please remove unloaded vehicles from the arena ASAP *******

➤ SHOW DETAILS

1. You will need to supply your own signs, extension cords and tools to set up your display.
2. See Alerus Center rental rates and order form. Please return to the Alerus Center promptly.
3. For security reasons all doors will be locked daily immediately after the close of the show.
4. Displayers must be in their booths 15 minutes prior to the opening of doors to the public.
5. Booths **must** be manned at all times during show hours.
6. If you are interested in giving away DOOR PRIZES, use your own discretion.

SET UP HOURS

Thursday	March 26th	8 am – 7 pm
Friday	March 27th	8 am – 7 pm

SHOW HOURS

Saturday	March 28th	9am – 7 pm
Sunday	March 29th	10 am – 4 pm

➤ WRISTBANDS

* The Home Show committee has elected to discontinuing the use of name specific badges. Going forward, exhibitors will be given a wristband to identify them as a Home Show Exhibitor. Unless otherwise noted, exhibitors will be given the appropriate number of wristbands based on the number of booths purchased.

Pick up wristbands during set-up

Wristbands must be shown to enter the display area. Wristbands will be required during the Show. Those not having a wristband will need to talk to Show Management. Please make arrangements with our office to have all your workers covered before the show.

Wristbands will be distributed by the following criteria:

<u>Number of Booths</u>	<u>Member Number of Wristbands</u>	<u>Non-Member Number of Wristbands</u>	<u>Non Profits Number of Wristbands</u>
1	4	2	4
2 or 3	6	4	
4	8	6	
5	10	8	
6	12	8	
8	14	10	
12	18	12	
16	20	14	

*Additional wristbands over the allotted number will be \$10 each, 20 maximum.

*Exhibitors must use **Door #2** the exhibitor entrance, **Wristbands** are needed to enter.

➤ ELECTRICAL EQUIPMENT

All equipment must conform to **City Codes and the National Electric Code**. Call Forx Builders Association with any questions. Electricity is purchased through the Alerus Center. An order form is enclosed. Order early to receive the best price.

➤ ARENA REQUIREMENTS

- **OPEN FLAME PERMIT ** NEW ****

Open flame permit to be completed and returned to the Grand Forks Fire Department. Please return forms to the Grand Forks Fire Department by **Wednesday, March 14th**.

- **PROPANE TANKS.**

Propane tanks (10 lbs. or under) are permitted. Protection against extreme heat will be reviewed by the City Fire Inspector. **PROPANE TANKS NEED TO BE REMOVED FROM THE BUILDING EACH NIGHT.** More than one (1) propane tank per booth needs to be at least 20 feet apart.

- **FIRE EXTINGUISHERS**

It is the responsibility of the user to provide adequate protection. Ten pound (10 lb.) ABC dry chemical fire extinguishers are required by any exhibitor displaying gas grills, fireplaces, or alternative heat sources (flame).

- **FLOOR TAPE**

Any tape to be used on arena floor MUST BE **MAT TAPE**. (Multipurpose plastic tape purchased at sporting goods stores.) Tape needs to be non-residue. **DO NOT USE DUCT TAPE!!!** Any damage to the floor will be billed directly to the party causing the damage.

- **NO SMOKING**

Alerus Center is a non-smoking facility. Smoking is NOT permitted in any area in the building.

- **BALLOONS**

Helium balloons are not allowed without a previously signed waiver. The Alerus Center will charge a fee, which will be passed on to you, to retrieve any balloons from the ceiling.

- **EXHIBITOR LOUNGE**

The Exhibitor Lounge is located in the SW area of the arena close to the Exhibitor Entrance. Exhibitor bathrooms are also located in this area. Hot Meals will be available for exhibitors in the lounge at specified times for a fee*.

MENU: Saturday – Deli Lunch Buffet (soup & sandwiches)
 Sunday – Taco Bar

*A discounted **EXHIBITOR MEAL TICKET** will be provided to each exhibitor for the purpose of purchasing lunch on-site. This single-use ticket will allow the exhibitor to purchase a meal for just **\$5.00**. Ticket can be used either Saturday or Sunday.

- **FOOD SERVICE**

Concessions will be open during Show hours.

- **ADVERTISING**

Local advertising will be provided by the Forx Builders Association on radio, billboards, newspaper and TV.

- **FUNCTIONING DISPLAYS**

Displays (ex: fireplaces, hot tubs, barbecues, etc.) must be approved and tested prior to opening of Show. **NUISANCE ODORS WILL NOT BE TOLERATED.** The Show Management reserves the right to prohibit further use. **Hot tubs/spas** must be treated with chlorine bleach.

- **SIGNS**

Signs are not allowed to block the view of other displays. Please review your contract on size and location of your booth and display regulations. Displays should not block the view of neighbor displays.

- **SOUND CONTROL**

Loud sounds from any type of product, machinery or equipment, which becomes annoying or hazardous to the neighboring exhibitors will NOT be permitted.

- **DISTRIBUTION OF LITERATURE & SOUVENIRS**

Exhibitor may distribute printed advertising, souvenirs, etc. from their booth only. It is NOT permissible to hand out material in the aisles. Objectionable or unprofessional material **WILL NOT BE PERMITTED.**

- **SALE ITEMS**

Items may be sold. Only exhibitors will be allowed to distribute products pertaining to their

business. All sales and literature distribution must be made from exhibitor booths only. **NO ONE** other than exhibitors will be allowed to pass out materials. These people will be asked to leave immediately.

➤ **FOOD SAMPLES**

Only “Bite Size” or 2 oz. by weight of food products or 4 oz. by volume of beverages may be given out. All food items must be pre-approved through the Alerus Center. Sample Authorization Criteria and the Authorization Request to Distribute Food and/or Beverage Samples are enclosed. Please return the Authorization Request to Distribute Food and/or Beverage Samples form to the Alerus Center by **March 13th** for approval. **FAX: 701-746-6511**

➤ **LIABILITY**

1. It is agreed that Forx Builders Association and/or the Alerus Center, its successors and assigns, shall not be responsible for any casualty or property damage or loss which may occur to exhibitor’s property during the term of this agreement.
2. Exhibitor shall carry and will be responsible for obtaining general liability and property casualty insurance coverage and **provide a copy to the Forx Builders Association.**
3. The exhibitor agrees to hold harmless and indemnify the Forx Builders Association and/or the Alerus Center from any and all costs, attorney's fees and third party claims for personal use of, presence at or property being located in, on or around the leased display area.

➤ **BOOTH TEAR DOWN**

Move-out is NOT scheduled. Booths may be dismantled Sunday, March 29th, **after** the show closes at 4 p.m. unless arrangements are made with Show Management. Exhibitors also have the option of moving out on Monday March 30th between the hours of 8am and 5pm.

Booths are NOT to be torn down (any items removed) before 4 pm on Sunday!!!

SEE YOU AT THE SHOW!!!