

## EXHIBITOR RULES & REGULATIONS

### EXHIBIT GUIDELINES:

1. All products/services displayed and/or sold from exhibits must be listed on application and approved by show producers.
2. All exhibits must be professional in appearance.
3. Back and side drapes will be provided. Exhibitors are responsible for tables, chairs, table covers and any other decoration. All tables must be skirted or covered to insure a high quality look to the show.
4. Exhibits must not extend into the aisles or block adjoining spaces.
5. Exhibit space may be shared with another company only after approval by show producers.
6. If you intend to exhibit a vehicle, you must receive prior approval from show producers **and exhibitor must have at least two booths.**
7. Open flames are not allowed by fire code.
8. All door prizes must be awarded within 24 hours of the show. **It is the responsibility of the exhibitor to send prize to recipient.** All door prizes must be free to the registrants with no cost or additional fees attached.
9. All concourse exhibitors are encouraged to bring lighting for their exhibit space due to low lighting conditions on the concourse in the Fargodome.
10. No helium balloons can be used at your display area.
11. No bottled water as giveaways unless approved and, if approved, can only be 8 oz or less in size.

CASH SALES AND SAMPLES: Free samples and cash sales are allowed. **Please note what you intend to sell on your exhibit application.** Contact our office if you have any questions regarding the requirements dealing with cash sales and samples, INCLUDING FOOD.

EXHIBITOR PAYMENT/CANCELLATION TERMS: If the Exhibitor does not meet the rules and regulations or terms of completed registration forms, the producers reserve the right to retain any and all payments made by exhibitor. Payment for booth must be made at the time of booking. Cancellation refunds will be made according to the following schedule: if registration is cancelled prior to 60 days preceding the event, all registration fees will be returned with the exception of a **\$75.00** administration fee; cancellations 31-60 days prior to the event will be refunded 50% of registration fees; cancellations received 30 days or less prior to event will receive no refund.

LIABILITY, SECURITY AND INSURANCE: All exhibitors must obey all rules and regulations set by the Fargodome, the City Fire and Police Departments and the Women's Showcase 2008 producers as well as Forum Communications Company. **NO SMOKING** will be allowed in the building. Women's Showcase 2008 and Forum Communications Company shall have no liability whatsoever to any exhibitor for any personal injuries, whether suffered by an exhibitor, their employees or invited business associates; nor any liability for loss or damage resulting from any cause to the property of the exhibit, exhibitor employees or business associates. Each exhibitor, in making application for exhibit space, agrees to protect, indemnify, and hold harmless Women's Showcase 2008 and Forum Communications Company from any and all claims, liability, damage, or expenses asserted against them or incurred by them as a result of, or in connection with, any loss or damage to property, or injury to persons resulting from, arising out of, or in any way connected to the negligence or wrongful acts of the exhibitor, their agents or employees for any injury to persons or damage to property. Women's Showcase 2008 and Forum Communications Company shall in no case be liable to any exhibitor for any lost profits, sales or business opportunities or any other type of direct or consequential damages alleged to be due from a breach of this contract. It is understood and agreed that the sole liability of Women's Showcase 2008 and Forum Communications Company to the exhibitor for any breach of this contract shall be for the refund of amounts paid by the exhibitor.

It shall be the responsibility of each exhibitor to maintain insurance coverage against injury to persons or damage to or loss of property or to meet its obligations under this agreement, in such amounts as the exhibitor deems adequate. Insurance protection will not be offered by Women's Showcase 2008 and Forum Communications Company.

**Exhibitors must provide a Certificate of Liability Insurance before the date of the show.**

EXHIBIT HOURS: Exhibits must remain open and staffed at all times during the official exhibition hours. Because setting up and tearing down of exhibits are the most likely times for someone to be injured, **any exhibit set up or torn down during exhibition hours will be fined in the amount of \$100 for non-compliance of this regulation.**

SHOW CANCELLATION/ACTS OF GOD: The producers of Women's Showcase 2008 will not be held responsible if Women's Showcase 2008 is canceled due to fire, tornado, or other Acts of God. If Women's Showcase 2008 is canceled by the producers, all registration fees paid by exhibitors will be refunded.

COMPETITION & EXCLUSIVITY: We **do not** limit the numbers of similar companies that can purchase exhibit space since companies may provide a variety of services or products. We also do not offer exclusivity to any company or organization. Some network companies prohibit more than one exhibitor from their company. It is your responsibility to investigate whether there is another exhibitor from the same company who has registered for Women's Showcase 2008. In these cases, the first paid exhibitor is accepted. If there are specific competitors you do not wish to be located near, please notify us and we will make every effort to avoid placing you in close proximity to each other.