



FARGODOME TRADE SHOW GUIDELINES

- Section 33 on the east concourse is not available to promoters for trade shows. Our food and beverage department occupies this space. Please be sure that you do not sell or plan to use this area during your show. The FARGODOME also uses Section 1 for Guest Services. In addition, no booths may be sold in front of any permanent advertising panels on the concourse level.
- Please remember that we do not allow the use of duct, masking, scotch or two-sided tape for **any** application. We require that wrestling mat tape be used. This may be purchased at sporting goods stores or we will have it available for sale here at the FARGODOME for \$11.00 per roll. If your exhibitors use any two-sided tape, a minimum clean up charge of \$300.00 will be assessed directly to the promoter.
- Please remind vendors that we do not allow small decorative helium balloons in the FARGODOME. We do allow large tethered helium advertising balloons, but before inflating them, the exhibitor must first sign a waiver which is available at the utility table in the NW corner of the field level.
- Occasionally, we are able to accommodate requests from vendors to stage their trailers or extra vehicles in an empty parking lot prior to the beginning of move-in. However, **all** arrangements for this must be made with the Event Coordinator prior to the move-in day. We have experienced many problems during the past year with exhibitors dropping their items and blocking our parking lots. The FARGODOME assumes no responsibility for loss, theft or vandalism of items left outdoors.
- Please advise your vendors that all vehicles, trailers, and booth materials must be removed completely from the FARGODOME and its parking lots by the time your contract expires.
- The FARGODOME will accept **no** shipments for vendors prior to the start of or after the conclusion of your show. If they need to ship items at these times, please instruct them to make arrangements with your decorator. The FARGODOME **will** accept shipments for promoters prior to events. Please have the sender note your company name **and** the Event Coordinator's name on the package, so that our staff will know that they can accept the parcel.
- All paint over-spray removal charges will be billed directly to the promoter.
- When arranging your contract times, please be sure that you have allowed enough time for your decorator to move in their materials and complete the necessary measuring and set-up prior to the beginning of your move-in. Often we are not able to accommodate requests for extra time and would appreciate it if you would plan for their needs in advance.
- All vendors who plan to give away food samples must first contact our food & beverage department and obtain prior approval.
- The FARGODOME does not allow the use of any kind of tapes or adhesives in its new meeting room facilities. Easels or some other kind of holder must be used for all signage.