



## FARGODOME TRADE SHOW GUIDELINES

We're anxious to meet you and become your partner in successfully displaying your products during the show you are participating in. Please read the following guidelines carefully.

- All exhibitors who plan to sell or give away food or beverage samples must first contact our food and beverage department and obtain prior approval.
- The FARGODOME does not allow the use of duct, masking, scotch, or two sided tape for **any** application. We require that only wrestling mat tape be used in the facility. This may be purchased at sporting goods stores or we will have it available for sale during move-in for \$11.00 per roll. Easels or some other kind of holder must be used for all signage. Please ask for assistance with this issue if needed.
- The FARGODOME does not allow small decorative helium balloons to be used anywhere in the arena. Large tethered advertising balloons may be used in your display area but before inflating them, please sign a waiver (which requires a deposit) at the utility table in the northwest corner of the field level.
- The FARGODOME will accept **no** shipments for exhibitors prior to the start of or after the conclusion of your show. If you need to ship items, please make arrangements with your Event Coordinator. The FARGODOME **will** accept shipments for Event Coordinator prior to events. Please 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.
- Occasionally, we are able to accommodate requests from exhibitors 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 in the past with exhibitors parking their vehicles/trailers and blocking our parking lots. The FARGODOME assumes no responsibility for loss, theft or vandalism of items left outdoors. Please be advised that all vehicles, trailers, and exhibit materials must be removed completely from the FARGODOME and its parking lots by the end of the day.
- A FARGODOME exhibitor utility order form will be included in exhibitor information. Please note that all requests must be received with full payment **seven days prior** to the beginning of your show in order for us to honor the advance rate price of these services.
- The FARGODOME is a smoke free facility.

If we can answer any other questions prior to your arrival, please contact us directly at (701) 241-9100. We look forward to having the opportunity to work with you!