

2025 RULES AND REGULATIONS - page 1

MOVE-IN & OUT

NO EXHIBITOR WILL BE ALLOWED TO SET-UP THEIR DISPLAY UNLESS THEIR BOOTH SPACE IS PAID IN FULL.

The move-in of exhibitors is from 8 AM to 5 PM on Thursday, March 13th and 8 AM to 10 AM on Friday, March 14th. The move-in must be completed and the exhibits must be ready for the public no later than 11:30 AM Friday. Show officials will not permit any move-in after opening of the show. Exhibits must remain totally intact until the show closes at 4 PM on Saturday, March 15th. **Exhibits must be completely removed no later than 11 PM on Saturday, March 15th.** Exhibitors who do not have displays removed by end of day Saturday, March 15th will be subject to charge of minimum of \$1200.00 per day.

BOOTH ASSIGNMENTS

The Minot Association of Builders reserves the right to determine the eligibility of any firm or product, and to make booth space assignments and arrangements as MAB deems necessary. Booth space will be assigned with due consideration to an exhibitor's preferences based upon date of receipt of contract, along with required payment. Bulk space (N/P series booths) will be assigned in the same manner. First in, first choice of preference area pending availability. Bulk space exhibitors must be able to adequately fill space rented. MAB reserves the right to alter the location of exhibitors, or of booths as shown on the official floor plan, if deemed in the best interest of the Home and Garden Show.

BOOTH CONSTRUCTION

The normal height restriction for all exhibits or portions thereof is eight (8) feet in the rear, three (3) feet on the sides. Please note on contract if exhibit is taller than normal booth sizes. Custom-built displays are desirable and more effective because of their visual appeal. All custom displays should be built four inches narrower than actual booth specifications in order to ensure proper fit. Standard booths are 10' x 10'. If it is not possible to have a custom-built booth, exhibitors may utilize the standard booth equipment which is furnished by the show. This equipment consists of drapes suspended on covered supports, eight feet at the back and thirty-four inches on the sides. Tables and chairs will be provided upon request for a nominal \$25 fee. Exhibitors will not apply paint, lacquer, adhesive, or any other coating to the building floors, columns, etc., or to the standard booth equipment. All exposed edges of carpeting or other floor covering must be taped down to the satisfaction of MAB. Exhibitor's booth must be able to pass fire marshal's inspection, and for this reason non-flammable materials are recommended. Exhibits shall be constructed and arranged so they do not obstruct the general view or hide the exhibits of others. Floor coverings and display items shall be confined to the exhibit space leaving the aisles open for public safety and traffic. For maximum visual effect and exposure, it is recommended that corner booths **DO NOT** build side walls next to the side aisle. **THE USE OF CONFETTI IS STRICTLY PROHIBITED.**

DISTRIBUTION OF LITERATURE

Printing, advertising, souvenirs, etc., may be distributed by exhibitors from their own leased space only. Any souvenirs or advertising that is of an objectionable or undignified character will not be permitted. Souvenirs will not be of a noise-making variety.

CHARACTER OF EXHIBITS

Exhibits should be attractive and demonstrative so the purpose of providing maximum educational and informational opportunities to the public can be met. Exhibitors are requested to cooperate at all times with the show officials by manning and maintaining their exhibits throughout the exhibition. Each exhibitor agrees to have a representative(s) in attendance at their booth during the hours of the show. Selling of all sales of products and/or services will be allowed. No canvassing, solicitation of business, or conferences in the interest of business, except by products or exhibitors will be permitted in the exposition. Canvassing must be confined to exhibitor's rented space, and all sales activities must take place within services that space.

SUBLETTING SPACE

An exhibitor shall not assign, sublet or apportion the whole or any part of the space allotted to him, and may not exhibit therein any other goods, apparatus, service, etc., other than those manufactured or sold by the exhibitor in the regular course of business. Violation of this rule shall be cause for cancellation of the contract without refund. If it is necessary to use the equipment of another manufacturer, distributor or dealer whose equipment should be displayed separately then no advertising may be in evidence. Companies involved in cooperative booth designs must contract separately. Each company must have a minimum of one single booth.

SOUND CONTROL

Sound effects, loud speakers, television sets and other attention getting devices and audio-visual equipment will not be permitted except in locations where, in the opinion of show officials, such sounds and activity do not interfere with activities of neighboring exhibitors.

SIGNS AND BALLOONS

Any exhibitor displaying signs which are or look amateurish or unprofessional and detract from the integrity of the Home and Garden Show may be required to remove such signs at the discretion of MAB. No helium balloons or similar items will be allowed in the show due to fire code and the high cost of removal from ceiling.

LIABILITY

Neither the Minot Association of Builders, the employees thereof, the North Dakota State Fair, nor any member of the show committee, or their representatives, will be responsible for any injury, loss or damage that may occur to the exhibitor, or to the exhibitor's employees or property, from any cause whatsoever prior, during, or subsequent to the period covered by the show exhibit contract; and the exhibitor on signing contract expressly releases the foregoing named association, individuals, representatives, committee, and officials from any or all claims for such loss, damage, or injury. The exhibit area will be secured during non-show hours. This security in no way assumes any responsibility for the care and safekeeping of exhibits. It is a provision of this contract that all exhibitors have public and property liability insurance to protect themselves, the Minot Association of Builders and its representatives, the North Dakota State Fair and its representatives, against all possible claims arising out of negligent acts of his or her employees and booth visitors during the operation of his or her equipment in this exhibit or the exhibit in this show. Exhibitors will be required to replace, repair, or otherwise assume the expense of any defacement for injury of premises caused by his or her exhibit or representatives.

DEPOSITS & REFUNDS

All booth fees will be retained by the Association in the event the exhibitor fails to fulfill the contract. **NO REFUNDS WILL BE MADE IN BOOTH/BULK SPACE RENTALS CANCELED LESS THAN 14 DAYS BEFORE THE SHOW.**

If the application for space is declined by the committee, all monies deposited for such space will be returned to the applicant. If the exhibitor fails to occupy the space contracted for, or fails to comply with the terms of this agreement, the show management shall have the right to use such space in any manner without releasing the exhibitor from paying the sum agreed upon in this contract.

FEBRUARY 10

- Last day for exhibitor to cancel for full refund (minus CC fees if applicable)

FEBRUARY 10-24

- If exhibitor cancels, 70% of booth fee is eligible to be refunded or transferred to 2024 Home & Garden Show (minus CC fees if applicable)

FEBRUARY 24

- If exhibitor cancels after this date, no refunds will be issued

VERBAL AGREEMENTS

Absolutely no verbal agreements will be recognized by the Home and Garden Show Committee. Wherever these rules do not cover, the Home Show management reserves the right to make such rulings as may appear to be in the best interest of the Home and Garden Show and the exhibitor agrees abide by such rulings.

FORCE MAJEURE

In the event that (i) the facility in which the Show is to be held or is held is destroyed or becomes unavailable for occupancy or (ii) MAB is unable to permit the Exhibitor to occupy the facility or the space, or (iii) if the Show is cancelled or curtailed, for any reasons beyond the control of MAB, including but not limited to, casualty, explosion, fire, lightning, flood, weather, epidemic, earthquake or other Acts of God, acts of public enemies, riots or civil disturbances, strike, lockout or boycott, MAB will not be responsible for any loss of business, loss of profits, consequential or special damages or expenses of whatever nature that the Exhibitor may suffer.

IMPORTANT DATES TO REMEMBER FOR EXHIBITORS, SPONSORS & ADVERTISERS:

JANUARY 15, 2025

- Early Bird pricing ends

JANUARY 31, 2025

- Home & Garden Show Guide Ad Reservation Deadline

FEBRUARY 10, 2025

- Last day to register without incurring \$100 late fee
- Last day for exhibitor to cancel for full refund (minus CC fees if applicable)

FEBRUARY 10, 2025

- Home & Garden Show Guide artwork due
- All sponsorship contracts due

FEBRUARY 10-24, 2025

- If exhibitor cancels, 70% of booth fee is eligible to be refunded or transferred to 2026 Home & Garden Show (minus CC fees if applicable)

FEBRUARY 24, 2025

- If exhibitor cancels after this date, no refunds will be issued

MARCH 13, 2025

- Move-In Day: 8:00 am - 5:00 pm

MARCH 14, 2025

- Move-In Hours: 8:00 am - 10:00 am
- Show Hours: 12:00 pm - 7:00 pm**
- Member + Exhibitor Appreciation Night: 6pm-8pm

MARCH 15, 2025

- Show Hours: 10:00 am - 4:00 pm**
- Move-Out: 4pm-11pm
- Exhibitors who do not have displays removed by end of day Saturday, March 15th will be subject to charge of minimum of \$1200.00 per day.*

OPTIONAL CONSIDERATIONS FOR EXHIBITORS

HOTEL BLOCK DETAILS

A Hotel Block has been set up at the Clarion Hotel in Minot which is conveniently located across from the event center.

Clarion Hotel | 701-852-2508
2200 E Burdick Expy - Minot, ND 58701

Rooms available March 13-16 2025
Available until Feb. 27 2025

Mention group "Minot Association of Builders" when calling to make a room reservation.
 Options will be available.

WI-FI AT THE SHOW

There is free public wi-fi available throughout the NDSF building but can be spotty when there are many exhibitors & attendees trying to use it all at once.

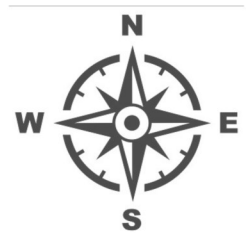
If you need internet access specifically for your booth display, or a secure line for payment processing, we suggest that you order internet service for this show.

For pricing options and to order a dedicated internet connection, call the SRT Business office at 701-852-8888.



Minot Association of Builders Home & Garden Show 2025

NDSF Center - Magic Room
Minot, North Dakota
March 14-15, 2025



LEGEND

- Exhibitor Booth
- Premier Booth/ Area
- Event Booth

