

2024 Exhibit Information

Tuesday, February 6, 2024

7:30 a.m. – 4:30 p.m.

**Red River Valley Fairgrounds
Butler Arena • West Fargo, ND**



**Contract and
Payment Deadline:
Friday, November 17, 2023**

NEW Location

The North Dakota Corn Growers Association and the North Dakota Soybean Growers Association will once again host the Northern Corn and Soybean Expo and Trade Show, this time in the Butler Arena on the Red River Valley Fairgrounds in West Fargo, North Dakota. Everything you need to know about this outstanding event is included in this registration packet.



Again This Year

Executive and Principal Partners will again have the opportunity to be featured in social media posts and printed materials about the Trade Show. To earn these featured placements, you must register to exhibit by Friday, November 17, 2023. You'll be contacted for more information about your company in early December as features are created.

Booth Rental Includes:

- 10' x 8' booth
- One 8' draped table (per booth)
- Two standard chairs (per booth)
- Listing in program book and on website
- Draped 8' high back wall and two draped 3' high side dividers
- Four individual exhibitor registrations (to be completed at a later date) for first booth and two registrations for an additional booth space (maximum of six total exhibitor badges per booth)

Join the Industry Partner Passport Program

Consider contributing a door prize or monetary contribution towards a treasure chest of prizes attendees can win in a drawing after they have completed an Industry Partner booth visit passport. We did this initially in 2023, and we received positive Industry Partner feedback, that it helped to drive engaged attendees to their booths! Indicate your interest when you complete the Sponsor Investments.

Space Reservation

Exhibit space must be reserved by Friday, November 17, 2023. The Northern Corn and Soybean Expo (Expo) will be the sole assignor of the exhibitor's booth location based on the date the contract is

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received, previous participation and show sponsorship. If you have a specific request, please include it on the form.

Payment

Payment for exhibit space is due with the contract no later than Friday, November 17, 2023, unless written arrangements are made in advance. The Expo reserves the right to release space if payment is past due. For payments made by credit card, please refer to the contract for credit card form, or paying by check, send payment to:

**Northern Corn and Soybean Expo
4852 Rocking Horse Circle S.
Fargo, ND 58104**

Cancellation – Refunds

Other than circumstances set forth in the 2024 Exhibitor Rules and Regulations, refunds, less a 50% per booth fee, shall be given only if the Expo is notified of cancellation in writing by Friday, November 17, 2023.

Certification of Insurance

Certificates of insurance are due to the Expo by Friday, January 12, 2024. The Expo reserves the right to cancel space without refund if the certificate of insurance is not received. Certificates are to name the Northern Corn and Soybean Expo as additional insureds with policy date through Tuesday, February 6, 2024. Coverage should be for comprehensive general liability of at least \$1,000,000 per personal injury and \$500,000 for property damage for each occurrence and full compliance of Workmen's Compensation.

Setup and Take Down

Booth setup is from Noon to 5:00 p.m. on Monday, February 5, 2024. Butler Arena will not be open after 5:00 p.m. Your booth must be up by 7:30 a.m. Tuesday, February 6, 2024.

Take down begins at 4:30 p.m. on Tuesday, February 6, 2024, and your booth materials must be out of the Butler Arena by 6:00 p.m. Tuesday, February 6, 2024.

Please Note

Health and safety measures and operational guidelines are subject to change without notice.



2024 Exhibit Space Contract

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Use this contract to reserve your exhibit space • Read the Exhibitor Rules and Regulations on the following page • An authorized signature is required

Sponsorship Investments

☐ Executive Partner – \$5,000
(includes 10' x 8' booth)

☐ Principal Partner – \$2,750
(includes 10' x 8' booth)

☐ Core Partner – \$1,500
(includes 10' x 8' booth)

☐ Associate Partner – \$750
(includes 10' x 8' booth)

☐ Supporting Partner – \$400
(does not include booth)

☐ We will need: electricity
in our booth – **\$50 charge**

☐ We need 2 chairs (*no extra charge*)

☐ We need an 8' table (*no extra charge*)

☐ We wish to sponsor at the level
indicated below; however, will
not require a booth at the Expo

☐ I'm sending a check made out to:
Northern Corn and Soybean Expo

☐ Please bill my credit card
(see form below)

☐ Please send me a receipt

☐ Please invoice me

Industry Partner Passport Program

(Contribution does not include booth)

☐ \$50 toward attendee prize
and/or

☐ We are contributing a prize:



Total Amount

Please add all charges together

Please list item(s) to be contributed

Please submit Contract and Payment to:

Northern Corn and Soybean Expo
4852 Rocking Horse Circle S • Fargo, ND 58104

Questions: Contact Nancy Johnson at (701) 640-5215 or Nancy.Johnson@ndsga.com
or Brenda Elmer at (218) 790-0555 or Brenda@ndcorn.org

*Acceptance of this application constitutes as a contract. By signing the contract on the following page, you agree to abide by
the Rules and Regulations stated on that page under which exhibit space is leased to you by the Northern Corn and Soybean Expo.*

Company:

Booth Name:

Contact Person:

Phone Number:

Address:

Email Address:

City/State/Zip:

As it should appear in exhibitor listings

NOTE: The Northern Corn and Soybean Expo will be the sole assigner of the exhibitor's booth location
based on the date contract was received, previous participation and partnership status.

Please Circle:

Credit Card: Visa / MasterCard / Discover

Name as it Appears on Card:

Card Number:

Month / Year:

Expiration Date:

3-digit code on back of card:

CCV:

Billing Address of Card Holder:

City, State, Zip:

2024 Exhibitor Rules and Regulations

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- 1. The arrangement for the space and privileges granted herein, or any part thereof, cannot be assigned, sublet or otherwise disposed of by Exhibitor without the consent of the North Dakota Corn Growers Association (NDCGA) and North Dakota Soybean Growers Association (NDSGA).
- 2. No persons other than the exhibitor's employees may exhibit or solicit business in the assigned space. Advertising and solicitation of orders by persons not registered to exhibit at the Northern Corn and Soybean Expo (Expo) is not permitted. No exhibitor is permitted to show goods or services other than those manufactured or provided by his/her firm in the regular course of business. Exhibitor representatives may not enter the exhibition other than exhibitor scheduled admission times, without prior permission.
- 3. The Expo will take reasonable precautions for safeguarding the exhibitors' property. However, neither the Expo, NDCGA, NDSGA, sponsoring organizations, the Red River Valley Fairgrounds nor employees or agents thereof will be liable for loss or damage to property of the exhibitor or his representative from theft, fire, accident, loss in transit or other causes. Notwithstanding the above, exhibitors may make their own security arrangements regarding items requiring special security.
- 4. Exhibitor shall assume all liability for damage to exposition facility by reason of its exhibit. Exhibitor agrees that the Expo, NDCGA, NDSGA, sponsoring organizations, Red River Valley Fairgrounds, and their respective officers, directors, employees and agents are not responsible for any damages or charges imposed for violation of any law or ordinance whether due to exhibitor or agent of exhibitor. Exhibitor agrees that at the conclusion of the convention, exhibitor shall surrender the space occupied in the convention center in the same condition it was in at start of move-in. Exhibitor agrees that it is responsible for the defense and payment of any and all claims, demands and suits on account of any alleged injuries, death or other loss by individuals, or damage to property or other loss, to any party occurring in the convention center area or elsewhere because of the acts or omissions of the exhibitor, its employees or agents, licensees, guests or contractors. Exhibitor agrees to defend, indemnify and hold harmless, Red River Valley Fairgrounds, NDCGA, NDSGA, the Expo, and their owners, managers, officers or directors, agents, employees, independent contractors, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Red River Valley Fairgrounds, any part thereof. The term of this section survives the termination or expiration of this contract.
- 5. The Expo reserves the right to determine the eligibility of any company, product, promotion or part thereof, that in its opinion is not in keeping with the character or purpose of the Expo.

Exhibitors may not engage in conduct or activities at their booth that has a negative impact on the programs or operations of NDCGA, NDSGA, affiliates or sponsors. Exhibitors shall not make misleading claims. NDCGA, NDSGA and the Expo reserves the right to cancel this contract immediately and may remove Exhibitor from the Expo if they determine that Exhibitor, their staff, or their messaging in their booth has negative impact on NDCGA, NDSGA, the Expo, or their affiliates or sponsors.

- 6. Exhibitor booth location preference will be given first to current Exhibitors and then considered on first-served basis after space is released to the general public. However, the Expo will be the sole assignor of the Exhibitor's booth location. The Expo reserves the right to rearrange the floor plan and relocate any exhibit upon notification with said Exhibitor. The Expo retains the right for first-priority assignment of association and association-related booths that may not be displaced by other Exhibitors regardless of the point system or booth assignment process.
- 7. Exhibits must be arranged so as not to obstruct the general view or hide other exhibits. Except by special permission, Exhibitors may not erect a back wall higher than 8' or side higher than 3'. End caps must allow for a 4' sight line on each side of the back of the booth.
- 8. The Exhibitor is entirely responsible for the leased space and agrees to reimburse the Expo for any damage to the booth floors, walls or equipment. All materials must be flame proofed. No flammable or toxic fluids or substances may be used or shown in the arena. Smoking and balloons are prohibited in the arena.
- 9. Exhibitors shall be responsible for maintaining booth noise so as not to interfere with the normal display and conversation of other exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at www.osha.gov for more information.) the Expo reserves the right to restrict exhibits which, because of noise, method of operation or other reason become objectionable. Exhibits that, in the opinion of the Expo, detract from the general character of the exhibit as a whole will be prohibited. This reservation includes persons, things, conduct, printed matter or anything of a character that the Expo determines is objectionable. In the event of eviction, the Expo is not liable for refunds.
- 10. The aisles, passageways and overhead spaces remain strictly under control of the Expo. No signs, decorations, banners, advertising matter or special exhibits will be permitted in these areas except by purchase of aisle space and special permission of the Expo. No overhead signage/materials may be hung from the ceiling by exhibitors. Lighting must be indirect and completely shielded so as to eliminate glare and interference with other exhibitors and guests. The use of flashing or rotating lights will not be allowed. Products on display that have such lighting must be pre-approved by Show Management. Signage, draping and lighting MAY NOT block any the Expo signage or other booths. Hanging signs and/or lighting must be hung directly over the booth and

not the aisles. All signs, regardless of size, should be constructed of lightweight metals and plastics to allow greater flexibility and ease of installation. Signs and/or lighting should be set back 5' from each aisle. Signs and/or lighting should not be more than 50 percent of your booth space in size. Rigging must be supplied by the appointed decorator or by the Red River Valley Fairgrounds as required. All hanging signage and/or lighting must adhere to the policies of the show facility. The Expo reserves the right to refuse the use of such hanging signage and/or lighting that in its opinion is not in keeping with the character or purpose of the Expo, or causes injury or interferes with the display of other exhibitors. Obstruction of the aisles is strictly prohibited. Should you need to request authorization for rigging to support a booth structure that comes from the floor up, please submit to the Expo. Approval for the use of hanging signs, draping and graphics, at any height, must be received by the Expo at least 60 days prior to installation. Variances may be issued at the exhibit management's discretion. Drawings should be available for inspection.

- 11. If NDCGA or NDSGA should be prevented or materially affected from conducting the Expo, the Expo cannot permit the Exhibitor to occupy this exhibit space due to circumstances beyond its control or determines not to offer the Expo at its sole discretion, the Expo will refund the exhibitor the amount of the rental fee paid with no further obligation or liability to the Exhibitor. In all circumstances, the Expo shall notify the exhibitor at the earliest date possible of the circumstances preventing the Expo from being held.
- 12. Arena admission is by official badge only. Exhibit personnel must wear the Expo exhibitor identification badges while on the exhibit floor. Personnel list must be provided to the Expo by February 1, 2024. Exhibitors receive four exhibitor registrations for their exhibit space.
- 13. At the expiration of this agreement, the Exhibitor shall surrender possession of the exhibit area to the Expo. All booth items not arranged for after 6:00 p.m. on closing day will be disposed of or handled at the official decorator's discretion at the Exhibitor's expense.
- 14. Installation must be complete at time published or space will be released without refund. The Exhibitor agrees to not dismantle, pack or remove any part of his exhibit until the published close.
- 15. These regulations are a part of the contract between the Exhibitor and the Expo, and are formulated in the best interest of the Exhibitor. The Expo requires full cooperation of the Exhibitor in observing these regulations. Points not covered in this contract are subject to the decision of the Expo. Exhibitor acknowledges that the Expo may amend such rules and regulations at any time and shall provide exhibitor with notice of such amendments.
- 16. Violations of any of these Rules and Regulations on the part of Exhibitor, its employees or agents shall, at the option of the Expo, constitute cause for the Expo to terminate this Agreement, expel Exhibitor from the show, become ineligible to participate in future Expo shows and exhibitor shall forfeit all fees paid.

Exhibitor Authorized Signature (REQUIRED) This contract is made and entered into by the North Dakota Corn Growers Association (NDCGA) and the North Dakota Soybean Growers Association (NDSGA), hereinafter referred to as the "Northern Corn and Soybean Expo" (Expo). The Expo has released unto the party listed above (the "Exhibitor") certain space, hereinafter described, at the Red River Valley Fairgrounds for exhibition during the Expo. All rules and regulations as outlined in this contract, by the Red River Valley Fairgrounds, and established by the Northern Corn and Soybean Expo for governing exhibitors are accepted upon signature by the Exhibitor and made part of this contract.

Authorized Signature	
Print Name	
Title	
Company	
Date	