

RULES AND REGULATIONS TOAST OF THE TOWN

General Rules

Exhibits and Exhibitors are subject to all rules and regulations included in this section.

The Forum of Fargo-Moorhead has the right to make such changes, amendments and additions to the Rules & Regulations, as it shall deem necessary to the proper conduct of the Show.

The Show Producer reserves the right to refuse admission to the show building to any visitor, exhibitor or exhibitor's employee who, in the opinion of the Producer, is unfit, intoxicated or in any way creating a disruption to the Show.

Booth Display

All exhibits must be professional in appearance. Back and side draping will be provided by The Forum of Fargo-Moorhead as well as a skirted table and chairs for each booth. Exhibits must not extend into the aisles or block adjoining spaces. Exhibit space may be shared with another company only after approval by Show Producer.

Payment for Booth

Full payment for the booth must be made at the time of booking.

Cancellation Policy

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 administrative fee; cancellations 31-60 days prior to the event will be refunded 50% of their registration fee; cancellations received 30 days or less prior to the event will receive no refund.

Exhibit Hours

Exhibits must remain open and staffed at all times during the official exhibitor 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 for non-compliance of this regulation.

Staffing

Exhibitors are required to maintain a staff member in their exhibit at all times during show hours.

Theft and Loss

The Forum of Fargo-Moorhead and Toast of Town will take reasonable precautions to prevent losses and to protect the interests of exhibitors, but under no circumstances will it be liable for such losses. Neither Show Producer nor the owners of the building will be held responsible for personal injuries, losses or damage to products, stands, equipment and decorations, resulting from fire, accident, theft or other, while in the building.

Liability and Insurance

The Forum of Fargo-Moorhead and Toast of the Town shall have no liability whatsoever to any person for any personal injuries, whether suffered by an exhibitor, their employees or invited business associates. Each exhibitor, in making application for space, agrees to protect, indemnify and hold harmless Toast of Town and The Forum of Fargo-Moorhead from any and all claims, liability, damage or expenses asserted by 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 exhibitor, their agents or employees from any injury to persons or damage to property. Toast of the Town and The Forum of Fargo-Moorhead 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 shall be the responsibility of each exhibitor to obtain a Certificate of Liability addendum to their insurance policy for this event. A copy of this Certificate of Liability addendum must be provided to Show Producer prior to the date of the show.

Commercial general liability and property damage insurance must be had by all exhibitors providing alcoholic beverages with combined bodily injury and property damages limits of at least \$2 million combined single limit for bodily injury, death, property damages, including personal injury, contractual liability, independent contractors and broad-form property damage. Forum Communications Company DBA The Forum of Fargo-Moorhead should be named as an additional insured on the policy.

WINE & BEVERAGE GUIDELINES

All Wine and Beverage exhibitors should contact our office at 701-241-5419 to ensure their product meets Show specifications.

All Wine and Beverage exhibitors planning to give away samples must provide our office with the following information by November 1, 2008.

Type of Samples to be given away

Size of Sample

Contact person for the exhibit the day of the event

Exhibitors must provide SAMPLE SIZE PORTIONS ONLY.

On-site wine/beverage sales are allowed provided the Exhibitor has an off-premise Special Event License through the State of North Dakota.

FOOD GUIDELINES

All Food exhibitors should contact our office at 701-241-5419 to ensure their product meets Show specifications.

All Food exhibitors planning to give away samples must provide our office with the following information by November 1, 2008.

Type of Samples to be given away

Size of Sample

Contact person for the exhibit the day of the event

Exhibitors must provide SAMPLE SIZE PORTIONS ONLY.

On-site food sales are allowed provided the food is packaged for gift or take-home purchases, not personal consumption while at Toast of the Town.

All Food exhibitors must be a health-inspected, licensed producer. The City of Fargo Health Department will accept licenses from another location, but they will be checking each booth for health safety. The producers recommend that you bring a copy of your health license for the City's review.

Any issues arising from health department inspections are between the food vendors and the City of Fargo Health Department. The producer of the event is not responsible or liable for any health code violations. If you have any questions about licensing, please contact the City of Fargo Health Department.

COOKING GUIDELINES

The following should be avoided:

- No open flames with the exception of sterno's
- No deep-fat fryers

Exhibitors are welcome to use hot plates, warmers, etc., for their cooking and demonstration needs. We understand the nature of cooking demonstrations and with safety and sanitary reasons in mind, we would appreciate as much cooking preparatory work to be done prior to arriving at the event location.