



## **BUSINESS EXPO RULES AND REGULATIONS**

**Exhibit Limitations:** Exhibits may not project beyond the space allotted and aisles must be kept clear for traffic. Exhibits shall not obstruct the view of or interfere with access to other exhibits. Devices for reproducing sound or music may be restricted at the discretion of MGD's committee. Projection of sound beyond the confines of the exhibit is prohibited.

**Booth Assignment:** The assignment or subletting of any part or all of an exhibit booth is prohibited unless a request is submitted to and approved by MGD's committee in writing prior to the business

expo. MGD's committee reserves the right to change the location of exhibition space and reassign exhibit booths if it determines such action is in the best interest of the business expo. Exhibitor must adhere to all set-up, take down and parking instruction. Specific instructions will be mailed in early July upon acceptance.

### **Expo Booth Hours: 10:00 am- 3:00 pm**

All vendors must comply with business expo hours. Event has been advertised from 10:00 am to 3:00 pm.

**It is MANDATORY all booth staff be aware that no one is to pack up display before 3:00 pm. All booths must remain open to public and be staffed until 3:00 pm.**

**Right of Refusal and/or Cancellation:** MGD's committee reserves the right to refuse the application of any company not meeting the required standards, as well as the right to curtail exhibits or parts of exhibits that detract or are unsafe. This also applies to displays, literature, advertising, novelties, souvenirs, and personal conduct. The MGD's committee reserves the right to cancel this agreement whenever it discovers that the exhibitor's display is not as described in this agreement.

**Early departure may result in refusal of Exhibitor in the future years.**

**Cancellations and Refunds:** In the event of cancellation by the exhibitor, the following schedule of refunds will be followed: Written cancellation must be received on or before June 1 to obtain a refund of fees paid. All fees will be forfeited if cancellation occurs after June 1.

**Attorney Fees and Costs:** Should any litigation arise out of this contract, the exhibitor shall pay all costs and reasonable attorney's fees incurred by MGCO and/or the co-sponsoring agencies.

**ST19 MN Revenue Form:** All participating vendors submit this form with application.

**Fire, Safety, and Health:** Exhibitor agrees to accept full responsibility for compliance with city, county, state and federal fire, safety, and health ordinances regarding the installation and operation of equipment. All exhibit materials and equipment must be reasonably located within the booth and protected by safety guards and devices where necessary to prevent personal accidents to attendees. Exhibitor hereby represents and warrants to MGD's committee and co-sponsoring agencies that the exhibitor has taken all steps reasonably necessary to ensure the sound engineering and structural integrity in its exhibit design and the proper construction and safety of the exhibit itself, as erected.

**Taxes and Licenses:** Exhibitor shall be responsible for obtaining any licenses, permits, or approvals required under local, state, or federal law applicable to its activity at the business expo, including use of copyrighted materials. If planning on offering food sampling, you may need an Itinerant Food License, **please check with Hennepin County Health Department; 952-351-5200 for more information.** Exhibitor shall be responsible for obtaining any tax identification numbers and paying all taxes, license fees, filings or other charges that shall become due any governmental authority in connection with its activity at the business expo.

**Insurance and Hold Harmless Agreements:** Fire, theft, liability and extended coverage insurance are not provided by MGCO or the Maple Grove Parks and Rec. Exhibitor may obtain such coverage at its own expense. Exhibitor remains responsible for all property brought into the business expo and shall bear the sole risk of loss for that property. Exhibitor agrees to the extent permitted by law, to protect, indemnify, defend and hold harmless Maple Grove Community Organization (MGCO), the City of Maple Grove, the respective officers, employees, agencies, insurers and volunteers against all claims, losses or damages to person or property and costs (including reasonable attorney's fees) arising out of or connected with the events associated with Maple Grove Days, including but not limited to the set-up, removal, maintenance, occupancy or use of the property, owned or rented by MGCO, the City of Maple Grove and its affiliates, except those claims arising out of sole negligence or willful misconduct of MGCO.