

Bismarck Event Center

Notice to Exhibitors

Exceed Expectations Through Engaging Experiences

Listed below are regulations that will be enforced during exhibit shows.

1. Please refrain from bringing in any outside food or beverages during show hours. If you have a dietary need or medical condition, please visit with Bismarck Event Center staff beforehand for approval.
2. The use of propane or bottled gas within the building is prohibited. Containers must be removed from the vehicle before it is brought in.
3. Any tanks containing compressed air or other materials (helium, CO2) must be supported by a base or tied with non-combustible ties or chained to some type of support to prevent their tipping or falling. Any tanks not in use must have a protective cap attached at all times. LP tanks shall be limited to 12 lbs. or less.
4. Nothing may be hung or taped in any manner to portable or sound walls in the facility. Decorations, signs, banners, etc. may not be nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, painted surfaces or columns unless done by or under the direction of Bismarck Event Center staff. Masking tape or gaffers tape can be used. Check with Bismarck Event Center staff before hanging anything to get permission. Do not use chairs to stand on for hanging banners. A number of ladders are available for use from the Bismarck Event Center.
5. No staples, stick pins or tacks may be used on draping and/or tables. We do not allow any items to be hung in any manner (including the use of tape) from our draping. Show curtain hooks or clothes hangers can be used to hang items from the top cross bar only.
6. No holes may be drilled, cored or punched in the building.
7. No painting or welding is permitted in the building. If cleaning chemicals are used (tire cleaners, etc), protective measures must be taken to protect the floor surface and finish.
8. No adhesive backed (stick-on) decals or similar items (except name tags) may be distributed or used in the building. Magnetic backed decals are allowed.
9. Any vehicle displayed in a show must have the battery cables disconnected unless the vehicle has a kill switch, which must be turned off. The gas or fuel tank must either be taped or locked and may contain no more than ¼ tank of fuel or 5 gallons whichever is less.
10. Any sample food and/or beverage products that may be distributed must have prior approval by Event Center Management. Food sampling must be covered by a food permit. All vendors must comply with fire codes in the building. Use no open flames and use flame retardant materials in your booth design. For safety purposes, cooking should be done at the back table or your booth, not the front and you must bring a small fire extinguisher approved for electrical fires. Plastic throw away gloves must be worn at all times while doing food sampling.
11. Helium Balloons are permitted only in the Exhibit Hall Lobby as part of decoration for the event with prior approval. Balloons must be tied down and weighted to prevent them from floating to the ceiling. There will be a charge of \$5.00 per balloon for any left on the ceiling. Helium balloons are NOT permitted in Exhibit Hall A, B, C or D for any purpose.
12. The BEC requires the use of residue resistant carpet tape. All tape must be removed and residue cleaned up immediately after the show.
13. Electrical service is provided within 50 feet of booth location. Exhibitors should provide their own extension cords or multi strips.
14. The state of North Dakota requires all exhibitors to have a state tax permit and must register with the Secretary of State if they are going to be making taxable retail sales in North Dakota.

For further information, please contact: Secretary of State 701-328-4284 www.nd.gov/sos
or Tax Commissioner 701-328-3474 www.nd.gov/tax
15. Giveaway items must comply with building policy. No guns, knives or other dangerous weapons are allowed in the Bismarck Event Center.