

All exhibits and equipment displays must be directly related to the production or processing of sugarbeets or dry beans. The Exhibits Committee will determine the eligibility of any questionable services, products, or materials.

Space Assignments Move-in times will be scheduled, information about booth assignments, and an event map will be distributed January 5, 2026.

Equipment Display Move-In Monday, January 19, 2026. A pressure washer is available onsite for washing machinery. Tractors will be available to move equipment. A few carts are available for load-in. Refreshments will be available to exhibitors during move in days.

Overhead Doors North Door: 25'8" x 17'1" and South Door: 25'8" x 16'1"

Exhibit Booth Move-In 10:00 AM to 4:00 PM Tuesday, January 20, 2026. There are limited carts available for load-in. Refreshments will be available to exhibitors during move in days.

Setup Deadline All exhibit booth and equipment space must be complete and ready by 8:30 AM on Wednesday, January 21, 2026. Incomplete setups may result in removal from show floor.

Event Duration Expo runs from 8:30 AM Wednesday, January 21, 2026 through 3:00 PM Thursday, January 22, 2026.

Awards Judges evaluate exhibits and equipment displays on the following standards: Visitor attention. Use of selling features. Cleanliness. Use of color. Salesmanship of personnel.

Move-Out Begins 3:00 PM on Thursday, January 22, 2026 - ***No dismantling before this time.*** The deadline for complete removal is 6:00 PM Thursday, January 22, 2026. Any items remaining after deadline will be discarded at exhibitor's expense. Any facility damage will be charged to exhibitor.

Vehicle and Equipment Requirements for Display All vehicles must arrive clean and without debris. A power washer is available onsite. Vehicles may not have more than ¼ tank of gas. All tires must be wrapped or placed on tarps and all vehicle batteries must be disconnected. Failure to meet vehicle requirements may result in exhibit removal.

Exhibit Booth Display Standards Exhibitors must remain within assigned booth boundaries. Displays must not obstruct neighboring exhibits. Aisles must remain clear and unobstructed at all times. All freight and materials must use designated freight elevators and corridors.

Facility and Installation Requirements Only specific types of tape may be used in the facility - consult with facility management before hanging anything. Decorations may not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits, or lighting systems. Way-finding signage and other permanent installations in common spaces may not be blocked. All installations must meet facility safety and operational requirements.

Electrical and Technical Requirements All electrical work must be ordered and purchased prior to load in. Extension cords and power strips are prohibited. Equipment must meet local fire and safety codes. Internet and AV services must be ordered through the Alerus Center.

Staffing Requirements Booths must be staffed during all official event hours. Staff must maintain professional appearance and behavior. Solicitation outside assigned booth space is prohibited. Booth staff must wear appropriate identification badges.

Marketing and Promotional Activities All promotional materials must remain within booth boundaries. Audio/visual presentations must not exceed an 80 decibel limit (except for sponsored demonstrations). Distribution of materials in aisles or other exhibitors' spaces is prohibited. Contests and giveaways require prior approval from event management.

Event Management: Rachel Asleson, Reach Partners, Inc rachel@reachpartnersinc.com 701-271-8170 office

General Questions: Info@ISDBExpo.com

Last updated: 9/8/2025 2:48:00 PM

Sales and Lead Generation Sales activities are permitted within booth space only. Collection of attendee information must comply with privacy regulations. No blocking of aisles during demonstrations or presentations. Aggressive solicitation tactics are prohibited.

Safety Requirements All displays must be professionally secured and stable. Emergency exits and fire safety equipment must remain accessible. Flammable materials and open flames are prohibited

Food and Beverage Alerus Center does not allow any outside food or beverages.

Firearms The Alerus Center does not allow any firearms.

Security Guidelines Exhibitors are responsible for securing their own materials and equipment. Event management is not liable for theft or damage to exhibitor property. Booth areas must be cleared of valuable items when unattended.

Dispute Resolution All disputes must be reported to event management immediately. Event management decisions regarding rule violations are final.

Violation Consequences First violation: Written warning and correction period. Continued violations: Possible removal from event without refund. Serious violations: Immediate removal and potential ban from future events. Damage to facility: Full cost of repairs charged to exhibitor.

Shipping Services Due to limited on-site receiving and storage services, Alerus Center offers limited storage of shipments after January 14, 2026 only. Please make your Event Manager aware of the need for packages to be shipped directly to the facility.

Shipments should be addressed:

ALERUS CENTER, Attn: ISDBE

1200 S 42nd Street, Grand Forks, ND 58201

Hold Harmless Agreement Exhibitor agrees to hold the International Sugarbeet and Dry Bean Expo and Alerus Center harmless and will not hold them responsible for any loss, damage, expense, cost, charges, liability, claims and demand occurring or resulting from actions or omissions by the Exhibitor. Exhibitor agrees to comply with all rules and regulations of the event and the Alerus Center.

Insurance & Liability

Exhibitors are responsible for their own property and liability coverage during the Expo to protect themselves, their staff, and their displays. The International Sugarbeet and Dry Bean Expo and the Alerus Center are not responsible for any loss, theft, damage, or injury that may occur.

North Dakota Sales Tax Businesses selling items onsite must provide a North Dakota Sales Tax Number.

Payment and Cancellation Full payment for all exhibitors must be received no later than December 23, 2025. Any refunds are subject to the terms and conditions per purchase protection (fees apply).

Acknowledgment: By participating in this event, exhibitors agree to comply with all rules and guidelines. Violation of these rules may result in removal from the event without refund and exclusion from future events.