

**College of Menominee Nation Sustainable Development Institute
Sustainable Living Fair**

April 17, 2009 ■ College of Menominee Nation ■ Keshena, WI

EXHIBIT RULES AND REGULATIONS

*Submit along with Exhibit Registration form.

Alcoholic Beverages

The consumption of alcoholic beverages is prohibited during the fair, including during move-in/installation and move-out/dismantle for safety and liquor liability reasons.

Booth Responsibility

It is the responsibility of the company who reserves the booth space to maintain personnel in the booth at all times during fair hours. All materials and products represented at the booth should be appropriate for all ages.

Insurance

College of Menominee Nation shall not be liable for injury to persons (or for damage to or loss of property) within the Exhibitor's booth and its surrounding area, or in such other areas as the Exhibitor may use to store its property or that of third parties. It is the responsibility of the Exhibitor to provide sufficient insurance. Such insurance shall include (but shall not be limited to) coverage of the Exhibitor's liability for injury to persons (and for damage to or loss of property) within the Exhibitor's booth and its surrounding area, and in such other areas the Exhibitor may use to store its property or that of the third parties. Please provide a certificate of liability insurance and include College of Menominee Nation as Additional Insured on the certificate.

Energy

Exhibitors are encouraged to be energy independent, although electricity will be made available upon request.

Failure to Occupy

Any exhibitor not set-up by 9:00 A.M. on the day of the event shall be considered a no-show cancellation unless the exhibiting company has made arrangements with the exhibit manager.

Use of Booth

All demonstrations and exhibits must be confined to the specified exhibit space. Exhibitors cannot block the aisles with demonstrations or other activities unless the exhibiting company has made arrangements with the exhibit manager.

Handling and Storage

The exhibitor will make his/her own arrangements for delivery and receipt of shipments before move-in time.

Security

We cannot guarantee security. Exhibitors with small or high-risk items may want to obtain individual security on their own.

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Installation & Dismantling

Exhibit installation starts at 6:30 am and must be accomplished by 9:00 am. No exhibit may be dismantled or packing started prior to the official closing of the fair at 3:30 pm.

Waste

Exhibitors are encouraged to be a zero-waste exhibit.

Signature: _____ **Date:** _____

Registration DEADLINE is APRIL 7, 2009

Questions? Contact Beau Mitchell at 715-799-5600 extension 3145 or

bmitchell@menominee.edu.

Submit by:

Fax to 715-799-5951

or

Email to bmitchell@menominee.edu

