



Fargo Exotic Pet Expo 2019

Continuing evolution of the Red River Reef & Reptile Expo
Fargo's ONLY Aquatic & Exotic Pet Expo

Saturday October 5th 2019 | 10 am - 4 pm

Vendor Participation Details

Expo Date: Saturday October 5th 2019 10:00 am - 4:00 pm

Expo Location: Red River Valley Fairgrounds - Hartl Ag Building - West Fargo, ND

Why Fargo you may ask? We ask why not?

1. **Vendor Exclusivity** - All vendors at the event are COMMERCIAL. Hobbist tables are kept to a minimum at this event to make sure vendors are able to provide the best livestock and products available.
2. **Cost Effective** - The table prices are kept as inexpensive as possible to make sure we are able to bring in the best vendors. Tables are priced to break even on the event costs, not to make a profit on the Vendors.
3. **Underserved Growing Market** - We have a some great local and regional businesses supporting the hobbies and keeping of exotics. With the growing market there are always people looking for something special that they cannot get locally.
4. **Brand Exposure** - All involved will be featured on the website, advertising and social networking. Vendors will be featured also in press releases and may even be featured in LIVE news shots!
5. **Hobby Crossover** - Many of our attendees cross over between the hobbies. The event draws in a diverse crowd with a wide range of interest and experience. We hope The event may be the final step to them acquiring new interest and keeping of exotic critters.
6. **Charitable Contributions** - Profits from the event are donated to charitable organizations related to the hobbies to help protect and benefit the hobbies we love.

Who is a Vendor:

Anyone who has registered with Fargo Exotic Pet Expo to use table space to sell livestock, equipment, or accessories is considered a vendor. Vendor space is available for reservation by each 8 foot table. Vendors can reserve more than one table to allow for the larger setups. Modification of table layout and setup must receive prior approval. Space will be considered reserved once payment has been received, not earlier. Expo space is reserved for commercial vendors exclusively. Although we reserve the right to fill as needed with other interested non-commercial parties, hobby-level or club organizations as needed.

All vendors will have an advertisement featured on the website along with their logo strategically placed on select print materials. Vendor participation will be announced via Social Media marketing as well. We will do our best to make sure all vendors get as much visibility as possible in Expo resources.

Table Setup:

Table Space is defined as eight feet linear length with approximately five feet depth including the table. Each table will come with up to two chairs, but more can be requested in advance. The tables are basic heavy-duty tables and will not come with table coverings, skirting or decorations.

Location preference must be communicated at reservation time and we will work to accommodate as many requests as possible. Table pricing is outlined below with early-bird discounts and prior vendor discounts available.

Table Fees: (1 Table = 8 feet linear space)

- First Table: \$50.00 until July 15th (\$60.00 after **August 31st!**)
- Additional Table: \$40.00 until July 15th (\$50.00 after **August 31st!**)
- \$10 discount off first table for prior vendors.

If you have a larger setup, or require an extended space, please contact us for special arrangements. With prior arrangement we can work out larger “booth” style spaces. Pricing will depend on the size and complexity of the space requested. Exhibition space will be considered reserved once payment has been received.

LEGAL NORTH DAKOTA TAX NOTICE:

All vendors are responsible for reporting their own sales tax related information if required to the state of North Dakota Tax Department. All vendors are required to obtain any licenses or permits required for the livestock they bring to the event. The event will not be held responsible for missed permits or tax issues. Tax identification information will be collected, stored and reported for ALL vendors in accordance with ND state law. Tax questions can be directed toward the *Office of State Tax Commissioner* at taxinfo@nd.gov.

We thank you for taking the time to read through our information about the Fargo Exotic Pet Expo and hope we have the opportunity to add you to our list of Vendors and/or Sponsors.

For any questions regarding the event or to register yourself as a vendor or sponsor, please email the contacts below with the following information and we will get back to you as soon as possible:

1. Business Name (and Contact Name(s) with Address, Phone Number, Email Address)
2. Vendor/Sponsor interest (# Vendor Tables, Sponsorship Level)
3. Company Logo - Assuming we don't already have one for you

Event Organizer: Curtis Ness - cdness@gmail.com - Cell 218-779-9691

General Email: FargoExoticPetExpo@gmail.com

Form Instructions:

1. Print the form below, both pages
2. Fill out the info as completely as possible
3. Sign both pages
4. Scan or photograph both sheets and email to FargoExoticPetExpo@gmail.com
 - a. If unable to scan or photograph for email, contact for mailing address option

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Fargo's ONLY Aquatic & Exotic Pet Expo

Vendor Agreement Form

Expo Date: Saturday October 5th 2019 10:00 am - 4:00 pm

Expo Location: Red River Valley Fairgrounds - Hartl Ag Building - West Fargo, ND

Please type or print for legibility

Business Name: _____
(This is how your name will be represented on all printed materials & web content)

Business Phone #: _____ Email Address: _____

Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Website: _____

*ND Tax ID: _____ (***Required** info for State Tax Regulators Substitute with SSN if no ND Tax ID)

Contact 1 Name: _____ Contact 1 Phone #: _____

Contact 2 Name: _____ Contact 2 Phone #: _____

** Additional contacts please email the names and phone numbers as needed.*

Vendor Details:

First Table: _____ \$50.00 until July 15th (\$60.00 after **AUGUST 31st**)
*Prior Vendor Discount - \$10 off first table

Additional Tables: _____ \$40.00 until July 15th (\$50.00 after **AUGUST 31st**)

Total \$ _____

Describe items you will have at your table(s): _____

Special Requests: _____

** Vendor Tables: Table Space is defined as eight feet linear length with approximately five feet depth including the table. Each table will come with up to two chairs. If you have larger setups, or require an extended space, please contact us for special arrangements.*

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The total will be invoiced via PayPal to the email address listed above. Checks and Money Orders are accepted, but please contact for details.

Authorized Signature: _____

Date: _____

Vendor Agreement

1. This Agreement is between ValleyCon, an entity hereafter referred to in this Agreement as "FEPE", and undersigned, hereafter referred to in this Agreement as "Participant". This Agreement pertains to certain rights, privileges, policies and regulations as specified below regarding the Fargo Exotic Pet Expo 2019 to be held during October 5th, 2019, hereafter referred to in this Agreement as "FEPE".
2. The Official contact ("Contact Name" on the current FEPE Vendor Application form) will have the authority to act on behalf of the Participant in space reservation transactions with FEPE.
3. The signature of the Participant or authorized representative is required on this Agreement and binds the Participant and its representatives to all regulations and terms on this document and constitutes a binding agreement.
4. FEPE must receive a written notice of change of the Participant's contact, when applicable.
5. FEPE agrees to provide Exhibit Booths, Vendor Tables, and/or Memberships during the FEPE to the Participant as specified in the current FEPE Vendor Application and Contract form signed by the Participant or authorized representative.
6. The Participant assumes entire responsibility and agrees to protect, indemnify, defend, and save FEPE and its agents harmless against all claims, loss, or damage to persons or property, arising out of or caused by Participant's installation, removal, maintenance, occupancy, or use of the Exhibit premises.
7. The Participant indemnifies and agrees to hold the Exhibit Facility and the legal entities which own, lease, and/or operate the Exhibit Facility, their members, officers and directors, and employees, harmless against any and all liability whatsoever arising from any or all damage to property or personal injury caused by Participant or its agents, representatives, employees, or any other person.
8. This agreement for Exhibit Booth Space or Table Top Display at this FEPE indicates the applicant's willingness to abide by all accompanying exhibit terms and conditions and general regulations listed on this document as well as such additional rules and regulations as FEPE deems necessary for the success of the Exhibition, provided these latter do not materially alter the Participant's contractual rights.
9. This Agreement will become binding on both parties when countersigned by FEPE or its authorized representative.
10. This Agreement shall be subject to the applicable laws of North Dakota. Any disputes arising from this Agreement shall be brought before the county courts of Cass, North Dakota, U.S.A.
11. Signature of the Participant or authorized representative on this Agreement will constitute agreement of the Participant to comply with all policies contained in this Agreement.
12. Participant acknowledges that FEPE grants no terms of exclusivity or other licensing agreement to the Participant.
13. Participant will display and/or sell merchandise that is consistent with all International and U.S. copyright and trademark agreements, local livestock restrictions, as well as all laws of the State of North Dakota and City Laws and/or statutes applicable.
14. Vendor Registration and Identification: The Official contact will receive copies of all program announcements to facilitate FEPE registrations. Additional FEPE registration forms will be available upon request.
15. Finalization of Space Reservation: Agreements for Exhibit/Vendor space are subject to the approval of FEPE, and FEPE reserves the right to offer or refuse space rental to potential Participants. Assignments will be on a first-come, first-served basis.
16. Cancellation: All changes and cancellations by the Participant must be in writing. Notice of cancellation by Participant received by FEPE after August 31st, 2019 will result in the forfeit of all booth or table sales. In the event the exhibit is cancelled by FEPE for any reason, the liability of FEPE shall be limited to a refund of all monies paid by the Participant as exhibit booth or table FEPE's less Participant's share of expenses incurred by FEPE to the date of cancellation.
17. Dismantling: No packing or dismantling of Exhibits will be permitted prior to the published tear-down time or official posted end time of the Expo.
18. Liability: Neither FEPE, the Facility, nor the decorator or their agents can assume responsibility for any loss or damage to booths, equipment, live animals or personal belongings on site.
19. Insurance: Insurance on all Exhibits is suggested and is the responsibility of the Participant. Neither FEPE nor its agents, assigns, or assignees, will assume any responsibility for property loss, damage, personal injury, or other claims related to the Participant's space. Participants are required to carry insurance to cover their property against damage and loss and public liability insurance for claims of injury to the person and property of others.
20. Conducting Exhibits: The character of the Exhibit is subject to the approval of FEPE. FEPE retains the right to refuse the application of Participants not meeting standards required or expected, as well as the right to curtail Exhibits or parts of Exhibits which reflect unfavorably upon the character of the Expo. Non-professional products or services are not to be displayed. Participants may not resell, sublet, give or otherwise transfer their space to any third party without express written consent by FEPE. Participant agrees to not engage in any activities considered disruptive including, but not limited to: packing and unpacking of merchandise outside areas leased to the Participant; transfer of merchandise into or through the Exhibit Hall during business hours; or any activity deemed by FEPE not in the best interest of FEPE or any of its participants.
21. Termination of Exhibit Rights: In the event the Participant, its contractors, agents, or employees fail to comply with any of the provisions hereof, or otherwise detracts from the general educational character of the meeting, FEPE shall be permitted and empowered to terminate the Participant's right hereunder, and evict and remove the Participant and contractors hired by Participant from the premises, in which event the Participant shall not be entitled to any refund of amounts paid hereunder.

Authorized Signature - Vendor

Name (Printed)

Date

Authorized Signature - Fargo Exotic Pet Expo

Name (Printed)

Date

Please read this Agreement carefully before signing, and retain a copy for your records.