

Decoration

- No decorations of any kind may be taped, nailed, tacked, or otherwise fastened to ceilings, painted surfaces, columns, walls, or windows.
- Posters must be mounted on easels and/or individual holders. Also, no posters, playbills, or any other signage can be stapled, or affixed to any surface in the building. All signage must be of a printed nature and meet with the approval of the management. Handwritten signs are prohibited. At move-out, all posted signage must be removed by the service contractor and/or Licensee. Any materials left in the building will be disposed of.
- Only specific types of tape may be used in the facility; please see your Event Manager before hanging anything.
- Decorations may not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits, or lighting systems.
- Permanent installations in common spaces, such as way-finding signage, may not be blocked.
- All decorating materials must be constructed of flameproof material or treated with an approved fire retardant solution. Spot testing may be performed by the Grand Forks Fire Marshall.
- Adhesive-backed decals or stickers are not allowed.
- Confetti or confetti-type items may not be used in the building. This includes: glitter, streamers, artificial snow, cut paper, party poppers, etc.
- Only Alerus Center personnel may move planters, furniture, and other Alerus Center equipment in the public areas.
- All pools, decorative fountains, etc. must be waterproofed and may be tested by the Alerus Center Director of Operations prior to installation.
- The Vendor will be responsible for removal and clean-up of all decorating materials. Additional housekeeping fees may apply if items are left behind.
- Helium Balloons are not allowed inside any part of the facility.

Food & Beverage

- No outside food/beverage is allowed into the facility, nor can food/beverage prepared by Alerus Center leave the facility. This includes pre-packaged items such as bags of chips, candies, cans of soda etc.

Food Samples

- Food and beverage samples may not be greater than two ounces and must be manufactured, processed, or distributed by an exhibiting firm and must be related to participation in the event. All Food and Beverage samples must first be approved by Event Management by submitting a Food Sample Request form to the Event Manager. (Contact your Event Manager or see the Alerus Center website for this form.)
- For public health reasons, restrooms may not be used as exhibitor clean-up areas. Costs associated with the disposal of trash, waste, grease, etc. from exhibitor sampling are the responsibility of the Licensee. Securing of all necessary licenses, permits, etc. is the responsibility of the exhibitor and/or Licensee. Exhibitors are responsible for complying with all City of Grand Forks and Grand Forks County Health Department regulations regarding food sampling, storage, equipment, temperature, etc. If they are not in compliance or do not obtain the proper permits, the Health Department may shut down their booth.

Vehicles

- Motor vehicles are able to be brought in through one of the three roll-up doors.
- Vehicles may not have more than ¼ tank of gas. All tires must be wrapped or put on a tarp, and any battery must be disconnected.
- Overnight security is required.

