

ALL VENDORS:
There is no parking in the general parking Area
This space is reserved for the GENERAL PUBLIC

Rules and Regulations/Exhibitor Contract
Rotary Home, Garden & Lifestyle Show March 17 & 18, 2018
Please read carefully, sign and return via mail, fax or email to
Harold Robinson, Home Show Co-Chair

PO Box 39
Hyannis, MA 02601
Phone: (212) 920-7205
Email: RotaryHGShow@aol.com

Please stop at our check in desk located at the public entrance facing West Main St. for
further information

About your booth:

Each booth will be equipped with an electrical outlet 15amp max. Additional power above 15amp may be available with advanced notice. You may plug your devices into outlet(s) provided at your booth.

Additional wiring, installation of electrical outlets or spotlights can only be installed by Barnstable School personnel.

Booth size is 10' across and 8' deep. Booths may be combined in multiple configurations.

Booths are "Pipe and Drape" style - This year's colors of draping will be alternating green and white.

Absolutely no materials may be nailed, screwed, bolted, stapled or affixed to the walls or flooring.

Each booth will have a temporary sign for set up purposes, provided by SER exposition services. This is intended for setup and locating your booth. It is recommended that you provide your own professional signage. A dumpster will be on site for use during the show and at breakdown.

Coffee, donuts and bottled water will be available at time of set up Friday while it lasts.

What your booth will not include:

Exhibitors are responsible for their own tables, chairs, etc. Additional booth equipment may be arranged directly with SER exposition services should your needs require additional furniture or display equipment (see below). We do not provide extension cords, tools, tape or set up materials.

Exposition services:

SER exposition services are the Official Service Contractor for the *Hyannis Rotary Home, Garden & Lifestyle Show*. SER exposition services will offer table, chair and show related equipment rental, should you require. You may contact them through our web site or at www.serexpo.com.

Phone (508) 757-3397

FAX (508) 757-9136

Special considerations regarding booths:

Exhibitors occupying open booths may not maintain a display higher than 10 ft.

All crates, packaging & pallets must be removed from the High School Field House premises during the show.

In the interest of safety, booths situated on outside corners must be free of tripping hazards or shall be clearly defined by borders, tables, planting arrangements or some other means of designating the perimeters.

Fire exits must be kept free of any obstructions **at all times**.

Barnstable High School is not responsible for receiving materials for the show.

Exhibitors presenting vehicles inside: Only those vehicles that remain during the show will be permitted entry. Plastic and other suitable material must be provided by the exhibitor under wheels and the oil pan. All gas tanks must be drained to less than ¼ full, and gas tanks locked or sealed with tape. Batteries or battery cables must be removed.

Exhibitors are responsible for appropriate and effective floor protection, moisture proofing or padding if it is determined that materials used may present any potential for damage to floors or surfaces.

General information and safety:

For the courtesy of all vendors; noisemakers will not be permitted (i.e. loud music, clickers, PA systems or other devices deemed a nuisance or distracting to other exhibitors or visitors).

Individual phone or data service will not be available to exhibitors. The use of cell phones is permitted.

Wi-Fi is available but, as this is a school, please expect that certain websites and services may be blocked, per school policy.

A security guard will be present during non-show hours.

We ask that all exhibitors park in spaces away from the show's public entrance **once set up has completed** and **during show hours**

NO LATEX BALLOONS ARE PERMITTED ON BARNSTABLE SCHOOL PROPERTY, ONLY MYLAR BALLOONS. No alcoholic beverages or fire Arms are permitted on in school buildings or grounds and no propane, gasoline or combustible liquids are permitted inside the building at any time, under any circumstance, apart from that specifically addressed under vehicles exhibited inside.

Setup / Breakdown times and show hours:

Set up times are Friday 5:00 p.m. to 9:30 p.m. and Saturday from 7:30 am. to 9:30 am. No exhibitors will be allowed in the building prior to these times.

We request that all work on booths be completed 30 minutes before show time each day to help make for a smooth, attractive opening.

All exhibits must be completely removed from the premises by 6:00 pm. Sunday.

Show hours are Saturday 10 am – 5pm and Sunday 10am – 4pm Booths are to be staffed at all show hours.

We kindly ask that you do not break down your booth prior to 4PM Sunday in the interest of maintaining a first class show.

NO WATER, in any quantity, is permitted in the gymnasium (booths # 85-169), due to the wood floors.

No vendor shall hinder, harass, impede or in any way infringe on the right of another vendor to conduct their business in a reasonable setting

Payment terms:

The Hyannis Rotary Club is glad to accept all major credit cards, for your convenience, as well as check or money order.

Check or money order must be made payable to the Hyannis Rotary Home Show.

Full payment is required to hold your reserved booth space(s).

All booth(s) must be paid in full by March 7th herein referred to as the deadline. *Please see cancellation refund policy below.*

You may pay directly on our website at the time of registration. You may also fill out and print your application, including credit card information, from our web site, and scan email to RotaryHGShow@aol.com

You may also print your application and deliver via mail your **credit card** information, check or money order to: *Hyannis Rotary Home, Garden & Lifestyle Show c/o Harold Robinson, PO Box 39, Hyannis, MA 02601.* You may make payment to your Hyannis Rotary Sales Representative either by Check or Credit Card. Exhibitors failing to make payment in full, by the deadline listed above, may have their participation canceled by the Hyannis Rotary Club.

Cancellation/Refund policy:

Cancellation **prior** to the 3/7/2018 deadline is subject to a refund if the Hyannis Rotary Club resells the booth. The refund will not be made available until after the show dates.

Cancellation **after** the deadline 3/7/2018 is subject to if the Hyannis Rotary Club resells the booth, minus the cost of print or media advertising expense, which is nonrefundable as of that date. The refund will not be available until after the show dates. Cancellation received 3/14/2018 or later will not be eligible for any refund, whole or in part.

Booth Assignment:

Returning Exhibitors will be given first refusal on their previous Home Show booth spaces, if booked prior to December 15th 2017. After December 15th, 2017 all booths will be assigned on a first come first served basis.

We will make every effort to work with our exhibitors regarding their booth location, but due to time and space constraints, location will be at the discretion of the Hyannis Rotary Club.

Exhibitors shall observe and abide by any additional, reasonable, regulations made by management or public safety official(s) for the efficient or safe operation of the show.

The Rotary Club of Hyannis, its members individually and collectively, and the Barnstable School System shall not be held accountable or liable for, and is hereby released from accountability or liability for any damage, loss, harm, injury, to the person or any property of the applicant or any of its officers, agents, employees, or other representatives, resulting from fire, theft, water, accident or any other cause. We suggest that all exhibitors carry their own insurance protection. Please Read the undersigned, then sign this contract and return via mail, or email to:

*Hyannis Rotary Home, Garden & Lifestyle Show
c/o Harold Robinson
PO Box 39
Hyannis, MA 02601*

We suggest you keep a signed copy for your records.

The undersigned hereby applies for space in the Hyannis Rotary Home & Garden Show exhibit to be held in Hyannis, MA on Saturday and Sunday, March 17 & 18th 2018. Subject to the terms, rules, regulations and conditions governing said show set forth here of and which are expressly made part of this contract. A confirmation of your final acceptance pending full payment and the receipt of this contract signed by you will either be mailed or e-mailed to you along with a map showing your booth location. Booth locations will be determined and assigned by the Booth coordinator. The contract is not binding until and unless accepted by the Hyannis Rotary Club and when so accepted it shall constitute a binding contract upon the applicant and the Hyannis Rotary Club, subject to the terms, conditions, rules and regulations appearing on this and expressly made part thereof. The word "Applicant" designates a person, firm, or corporation applying for exhibit space. The term "Management" designates the Hyannis Rotary Club or its duly authorized Representative.

In witness, whereof, the Applicant has caused this contract to be executed individually or by an officer, agent or representative duly authorized to execute the same.

Please Print (except for the signature line)

Firm:

Phone Number:

Fax:

Authorized Person:

E-mail Address:

Signature of Authorized Representative: