

Cape Cod Rotary Home, Garden & Lifestyle Show

Rules and Regulations

2025

Setup, Breakdown and Show Hours of Operation:

- Set up will begin on Friday, April 4, 2025, starting between 2:00pm – 4:00pm, depending upon the classification of the booth purchased. Set up can also be finished between 7:00am and 8:30am on Saturday morning. More information will be emailed to Exhibitors prior to the show. No exhibitors will be allowed in the building prior to these times.
- All work on booths needs to be completed 30 minutes prior to the opening of the event to ensure a smooth and attractive opening.
- Show hours are:
 - Saturday, April 5th from 9:00am – 4:30pm.
- Booths are to be staffed at all show hours.
- We kindly ask that you do not break down your booth early in the interest of maintaining a first-class show.
- All exhibits must be completely removed from the premises by 8:00 PM.

Parking:

- We ask that all exhibitors park in spaces away from the show's public entrance once set-up has been completed and during show hours. Signs will designate exhibitor parking areas.

Booths:

- Exhibitors should indicate their desired booth location as they register. 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 Rotary Club.
- Each booth will be equipped with an electrical outlet 15amp max. If you are in need of additional power above 15 amps, you must contact the event planners before February 15, 2025. After this time, power upgrades or requests cannot be guaranteed.
- Additional wiring, installation of electrical outlets or spotlights can only be installed by Rotary Club personnel.
- Exhibitors occupying open booths may not maintain a display higher than 10 ft.
- Booths are "Pipe and Drape" style.
- Absolutely no materials may be nailed, screwed, bolted, stapled or affixed to the walls or flooring.
- 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.

- All crates, packaging & pallets must be removed from the premises during the show.
- 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).
- Each booth will have a temporary sign for set up purposes. 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.
- Hyannis Youth & Community Center and the Rotary Club are not responsible for receiving materials for the show.

What your booth will not include:

- We do not provide extension cords, tools, tape or set up materials.
- We do not provide hand trucks, carts, or personnel to assist in unloading and setting up your booth.
- Additional booth equipment may be arranged with the Rotary Club, if you require additional furniture or display equipment. Contact Kelley Sullivan at 508.737.1632 or kas@brydenandsullivan.com.

Safety:

- 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.
- No alcoholic beverages or firearms are permitted on or in buildings or grounds.
- 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.

Vehicles:

- Exhibitors presenting vehicles inside: Only electric vehicles will be allowed to present inside, all others must present outside. 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 1/4 full, and gas tanks locked or sealed with tape. Batteries or battery cables must be removed.

General Event Information:

- Wi-Fi is available for this event! The password will be shared on-site.
- 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. Any infractions of this policy may result in the termination or limitation of an exhibitor's participation in this event, at the sole discretion of the 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.

Payment:

- Payment for booths can be made in the form of credit card, check or money order.
- Check or money order must be made payable to the Rotary Home Show and mailed to Rotary Home, Garden & Lifestyle Show, PO Box 39, Hyannis, MA 02601.
- Full payment is required to hold your reserved booth space(s). However, the Club can make reasonable alternative arrangements upon request.

Cancellations and Refunds:

- Cancellations requested prior to the February 15th, 2025 are subject to a refund if the Rotary Club resells the booth, minus the cost of any associated print or media advertising expense. Refunds will not be available until after the show has been completed.
- Cancellations requested after February 15th, 2025 will not be eligible for any refund, whole or in part.

Liability:

- The Rotary Club of Hyannis and the Rotary Club of Osterville-Mashpee, its members individually and collectively, and Hyannis Youth and Community Center 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.

Insurance:

- Insurance is not mandatory to participate, but highly recommended.