

Hyannis Rotary Club Home, Garden, and Lifestyle Show
Rules and Regulations
2023

Setup, Breakdown and Show Hours of Operation:

- Setup is scheduled for Friday 6:00PM to 9:30PM and Saturday from 7:30AM. to 9:30AM. No exhibitors will be allowed in the building prior to these times.
- All work on booths need to be completed 30 minutes prior to the opening of the event to ensure a smooth and attractive opening.
- Show hours are:
 - Saturday 10:00AM– 5:00PM
 - Sunday 10:00AM – 4:00PM
- Booths are to be staffed at all show hours.
- We kindly ask that you do not break down your booth prior to 4:00PM on Sunday in the interest of maintaining a first-class show.
- All exhibits must be completely removed from the premises by 6:00PM. on Sunday.

Parking:

- There is no parking in the general parking area. This space is reserved for the GENERAL PUBLIC.
- We ask that all exhibitors park in spaces away from the show's public entrance once set up has completed and during show hours.

Booths:

- Exhibitors will choose their desired booths as they register. Booths will be assigned on a first come, first serve basis.
- 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 1st. After this time, power upgrades or requests are not guaranteed. You may also 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.
- 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 High School Field House 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).

- NO LATEX BALLOONS ARE PERMITTED ON BARNSTABLE SCHOOL PROPERTY, ONLY MYLAR BALLOONS.
- NO WATER, in any quantity, is permitted in the gymnasium (booths # 85-169), due to the wood floors.
- 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.
- Barnstable High School is not responsible for receiving materials for the show.
- 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 with TMW Productions, LLC, if you require additional furniture or display equipment. Contact Zachary Whittenberger at 401-484-3291 or zacharyw@tmwproductions.biz.
- We do not provide extension cords, tools, tape or set up materials.
- We do not provide handtrucks, carts, or personnel to assist in unloading and setting up your booth.

Booth Assignment:

- Exhibitors that booked prior to December 1st 2022, will get first picks of their booth location.
- Exhibitors that book after December 1st, 2022, will be able to choose their booths and 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.

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 school 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 ¼ full, and gas tanks locked or sealed with tape. Batteries or battery cables must be removed.

General Event Information:

- 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.
- 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.
- 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 Hyannis Rotary Home Show and mailed to Hyannis Rotary Home, Garden & Lifestyle Show c/o Michael White, PO Box 39, Hyannis,
- MA 02601.
- Full payment is required to hold your reserved booth space(s).
- All booth(s) must be paid in full by February 1st 2023. Please see cancellation refund policy below. Exhibitors failing to make payment in full, by the deadline listed above, will have their participation canceled by the Hyannis Rotary Club.

Cancellations and Refunds:

- Cancellation and refunds prior to the 2/1/2023 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 has been completed.
- Cancellation and refunds after the deadline is contingent upon the Hyannis Rotary Club reselling the booth, minus the cost of print or media advertising expense, which is nonrefundable as of that date. Refunds will not be available until after the show has been completed.
- Cancellations received after 3/1/2023 will not be eligible for any refund, whole or in part.

Liability:

- The Rotary Club of Hyannis, its members individually and collectively, Barnstable School District, and TMW Productions, LLC 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.