

Rules and Regulations for Booth Reservation

- 1) Set Up – All Exhibitors must set up Friday **5:30 p.m.-8:00 p.m.** and/or Saturday **8:00 a.m.-10 a.m.** **Exhibitor must bring all supplies needed to assemble booth- the venue will NOT loan out items.**
- 2) Take Down – Booths must be dismantled Sunday beginning NO EARLIER than show closing for the general public at 3:00 p.m. Booths and displays must be completely dismantled and all property removed by 5:00 p.m. on Sunday. Any booth not removed from the school by 5:00 p.m. will be charged a late fee of \$50 for a single booth or \$100 for a double booth.
- 3) Booth Space – No signs or display materials may protrude beyond the boundaries of the rented display area. All Vendor activities must be restricted to the rented display area, unless the Show Management has granted permission. NO damage of any nature may be done to the premises. Vendors will be held responsible for damages. Use of sound equipment, such as microphones, televisions, and audio/music, will be permitted where appropriate to the display, provided sound is maintained at “conversational” level; Show Management reserves the right to restrict Vendor’s use of sound and other devices.
- 4) Food and Balloons - Only Food Vendors may sell food and beverages for consumption at the Show. Exhibitors may give away candies in original wrappers. **Balloons are not allowed in the school, per school policy.**
- 5) Booth Staffing – Exhibit booths must be staffed during show hours, unless otherwise agreed in writing by Show Management. If your booth is not staffed you may be charged a \$50 fee and your booth area may be given to another Exhibitor.
- 6) Indemnification by Exhibitors – Exhibitor agrees to hold Show Management and Evergreen and Conifer Rotary clubs harmless from any liabilities incurred directly or indirectly by Exhibitor in any manner whatsoever involved with this Application Agreement. Further, Show Management shall not be liable to Exhibitor for any damages whatsoever or loss of any kind to their Exhibit or Products.
- 7) Licenses/Permits – Exhibitor shall be responsible for obtaining any licenses, permits, or approvals required under local or state law applicable to their activity at the Show.
- 8) Subletting/Sharing Booth Space – Subletting of contracted exhibit space is NOT permitted. Special arrangements must be made in advance for two or more Exhibitors to share the same booth space.
- 9) Cancellation – Should any contingency prevent holding the show, Show Management or Rotary shall not be held liable for any expenses incurred by the Exhibitor other than the rental cost of exhibit space.
- 10) Booth Location
 - a) *Management will do all it can to honor Exhibitors’ booth location choices. However, Show Management does reserve the right to unilaterally assign different but comparable booth locations at any time before or during the show.*
 - b) Full payment of the booth fee is to be made at time of registration
 - c) Cancellation – if an Exhibitor must cancel its space for good and sufficient reasons, and written notice of such cancellation is delivered to Show Management by **March 29, 2025**. The Exhibitor shall receive a refund of any booth fees paid except for **\$100** which will be used as a tax deductible donation to the Rotary Club Foundation. If cancellation occurs after March 29, all booth fees will be kept as a Rotary Club Foundation donation.
- 11) Right of Refusal – Show Management reserves the right to refuse entry to any vendor for any reason. Any paid fees will be refunded immediately.
- 12) No Disparagement or Misappropriation. For ten years following the date of this Agreement Exhibitor and Exhibitor’s officers, directors, employees and agents shall not (i) make any statements, or take any other actions whatsoever, to disparage, defame, sully or compromise the goodwill, name, brand or reputation of Rotary, the Show, the Show Management or any of their affiliates (collectively, the “Show Goodwill”) or (ii) commit any other action that could likely injure, hinder or interfere with the Show’s business relationships or Show Goodwill.
- 13) Communication. Exhibitor and Exhibitor’s officers, directors, employees, and agents agree to receive communications (including solicitations) by all means including but not limited to phone, email and all electronic means.

By registering and paying for a booth you are agreeing to these rules and regulations