

Rules and Regulations for Booth Reservation

1. Set Up – All Vendors must set up Friday **4:30 p.m.-7:30 p.m.** and/or Saturday **7:30 a.m.-9 a.m.**
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 4:30 p.m. on Sunday. Any booth not removed from the school by 4:30 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 MAHGS 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 VCR's, will be permitted where appropriate to the display, provided sound is maintained at "conversational" level; MAHGS Management reserves the right to restrict Vendor's use of sound and other devices.
4. IF SELECTED, ADS FOR SHOW MUST BE RECEIVED BEFORE SET DEADLINES.
5. Food and Balloons - Only Food Vendors may sell food and beverages for consumption at the MAHGS. Vendors may give away candies in original wrappers. Balloons are not allowed in the school, per school policy.
6. Booth Staffing – Exhibit booths must be staffed during show hours, unless otherwise agreed in writing by MAHGS. If your booth is not staffed you may be charged a \$50 fee and your booth area may be given to another Vendor.
7. Indemnification by Vendor – Vendor agrees to hold MAHGS Management and Evergreen and Conifer Rotary clubs harmless from any liabilities incurred directly or indirectly by Vendor in any manner whatsoever involved with this Application Agreement. Further, MAHGS Management shall not be liable to Vendor for any damages whatsoever or loss of any kind to their Exhibit or Products.
8. Licenses/Permits – Vendor shall be responsible for obtaining any licenses, permits, or approvals required under local or state law applicable to their activity at the MAHGS.
9. Subletting/Sharing Booth Space – Subletting of contracted exhibit space is **NOT** permitted. Special arrangements must be made in advance for two or more Vendors to share the same booth space.
10. Cancellation – Should any contingency prevent holding the show, MAHGS Management or Rotary shall not be held liable for any expenses incurred by the Vendor other than the rental cost of exhibit space.
11. Booth Location
 - a. Management will do all it can to honor Vendors' booth location choices. However, MAHGS 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 enclosed with this Application. Booth Assignments will be made only after full and complete payments are received.
 - c. Cancellation – if a Vendor must cancel its space for good and sufficient reasons, and written notice of such cancellation is delivered to MAHGS Management by **April 1**. The Vendor shall receive a refund of any booth fees paid except for **\$100** which will be used as a tax deductible donation to the Rotary Foundation. If cancellation occurs after April 1, all booth fees will be kept as a Rotary Foundation donation.
12. Right of Refusal – MAHGS reserves the right to refuse entry to any vendor for any reason. Any paid fees will be refunded immediately.