

2017 BOOTH AGREEMENT POLICIES AND PROCEDURES
10th Annual HAWS' Pet Fair in Menomonee Falls
Rotary Park
Menomonee Falls, Wisconsin

1. **ARRANGEMENT OF EXHIBITS.** Exhibitors must agree to arrange their booths so as not to obstruct the general view or walkways or hide exhibits of others.
2. **INSTALLATION OF EXHIBITS.** Arrangement of exhibits and the display of products and services will begin at 7am and must be completed and ready-to-go by 8:30 A.M. on the day of the Pet Fair. Vendor cars must be located in vendor parking by 8:30 A.M. **NO EXCEPTIONS.** **Setup may require vendors haul their materials across grass.**
Exhibitors may not remove exhibit, products, and/or service equipment until after the close of the Pet Fair at 4:00 P.M. Anyone pulling out early will not receive their booth deposit at the end of the fair.
3. **CARE OF THE PARK.** Acceptance of exhibit space makes it obligatory on the part of the exhibitor and his/her employees that he/she or they shall not deface, injure, or mar any structures or grounds at Rotary Park, and any damage done shall be made good by them to the Village of Menomonee Falls. Please clean up after your dogs!
4. **INSURANCE.** Exhibitors wishing to insure their goods must do so at their own expense. The Village of Menomonee Falls & HAWS assumes no responsibility for the safety of the property of the exhibitor, its officers, agents, or employees, from theft, damage by fire, accident, or other causes, but will assume all reasonable care to protect them against such loss. By participating in the show, exhibitors displaying live animals agree to carry insurance protecting themselves from any claims arising from incidents connected with the live animals on display.
5. **RESTRICTIONS.** The Pet Fair Committee reserves the right to restrict exhibits which, because of noise, or for any other reasons, become objectionable, and also to prohibit an exhibit which, in their judgment, may detract from the general character of the show. This reservation includes persons, things, conduct, printed matter, or anything of a character which might be objectionable to the exhibit as a whole.
6. **LIABILITY.** HAWS shall not be liable for other than the return of deposits to vendors and exhibitors who stayed for the full length of the fair and abided by all policies and procedures as listed herein.
7. **CANCELLATIONS** must be received in writing 30 days before the Pet Fair date for a full refund (July 19, 2017). **NO Refunds after 7/19/2017.** You may **NOT** 'sell' or give away your space to anyone else without written approval from the event staff. Exhibit space is assigned based upon the needs of the show.
8. **SALES.** Sale of livestock or other animals will not be permitted. Applications to adopt rescue animals will be available as needed.

These rules have been formulated for the best interest of the exhibitors as well as Menomonee Falls Rotary Park. Exhibitors are expected to cooperate in the observance of these rules.

SIGNED: _____ DATE: _____