

**48th Annual *LANSDALE DAY* Art & Craft Festival**  
**SATURDAY JUNE 7, 2025**  
**ARTISAN/CRAFT BOOTH SPACE CONTRACT FORM**

P R I N T ALL information below; incomplete and/or illegible contracts will not be honored

**APPLICATION DEADLINE: APRIL 15, 2025**

Business Name: \_\_\_\_\_

Name of Primary contact: \_\_\_\_\_

Name of Representative checking in on morning of event (if different than above): \_\_\_\_\_

Address / City / State / Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email (required) \_\_\_\_\_

Website: \_\_\_\_\_

DESCRIPTION of Items for sale: \_\_\_\_\_

**What type of vehicle will you be bringing to unload your items at your space?**

Car  SUV / Van  Pick up Truck  Hitched Trailer  other; explain: \_\_\_\_\_

**How much time do you need to SET UP your space? Time marked should *not* include travel time**

15 min  30-45 min  1 hr  75 min  90 min  2 hrs\*\*

**\*\*Please note:** Large food vendors will be admitted **before you** at check-in

► **Choose your booth space size** - lower price applies if contract is received by the **April 15th deadline:**

10x10 \$80  10x10 (after deadline) \$100.

10x20 \$160.  10x20 (after deadline) \$200.

NOTE: All booth spaces are located on asphalt - plan accordingly!

► **Choose your payment method:**  MasterCard  Visa  Check Payable to Rotary Club of North Penn  
\$5 processing fee is added to all credit card payments

You can pay for your booth space online at our website **in lieu of** completing the credit card info below. Visit the secure payment page: <https://rotaryclubofnorthpenn.org/sitepage/lansdale-day-information/pay-for-booth-space>  
a \$5 processing fee is added to all credit card payments \*We accept MasterCard and Visa **only**

MC/VISA # \_\_\_\_\_ Exp: \_\_\_\_\_ CVV \_\_\_\_\_ 3 digit

Name as it appears on card: \_\_\_\_\_

Billing address associated with card: \_\_\_\_\_ ZIP: \_\_\_\_\_

Total Charge: \$ \_\_\_\_\_ Signature: \_\_\_\_\_

*including \$5 processing fee*

►►► **REMEMBER TO: READ & SIGN THE TERMS & CONDITIONS ON PAGE 2**  
and **REVIEW** the "Booth Space General Information" sheet sent to you separately

**Mail COMPLETED FORM to: Rotary Club of North Penn / PO Box 1638 / Southampton, PA 18966 OR**

**Email COMPLETED FORM to: [northpennrotary@gmail.com](mailto:northpennrotary@gmail.com)**

You will receive a booking confirmation email upon receipt of completed forms and payment

**FOR INTERNAL USE ONLY - DO NOT WRITE BELOW THIS LINE**

Rec'd \_\_\_\_\_ Amt \$ \_\_\_\_\_  ck # \_\_\_\_\_ or  cc pmt \_\_\_\_\_  T&C signed

Size \_\_\_\_\_ Conf email sent:  \_\_\_\_\_  Returning Vendor  Juried this yr

Space # \_\_\_\_\_  sent \_\_\_\_\_

LANSDALE DAY ART & CRAFT FESTIVAL

**PG 2 - BOOTH SPACE RENTAL CONTRACT - TERMS & CONDITIONS**

**PLEASE READ AND SIGN BELOW**

- **DEADLINE FOR APPLICATION IS APRIL 15th** This page must be signed and returned with completed Page 1 of this booth space contract. If any page is missing; contract is void. **THERE IS NO RAIN DATE for LANSDALE DAY** The event takes place rain or shine; this is an **outdoor** event
- **Booth space fees are non-refundable** - fees do not include tables, chairs or canopies unless UPPER END SPONSOR.
- **Electric enabled spaces** are strictly reserved for certain pre-approved FOOD VENDORS and on a case by case basis to limited artisans. **We do not offer electricity to any other vendor.** Generators are permitted by FOOD VENDORS only. Please bring all devices fully charged for the day and a battery back-up. There are no charging stations.
- **All participants must have a 10x10 canopy covering each rented 10x10 space - NO other size is permitted; slanted-style canopy legs are **not permitted**. Canopy legs must fit in your 10x10 space. **ALL spaces are exactly 10x10 or increments thereof (e.g. 10x20, 10x30)** Canopy set up is not included in contract. The exhibitor agrees to secure all corners of their canopy legs with weights. Damage occurring from unsecured canopies is the sole responsibility of the exhibitor**
- **All display items must fit within the rented booth space area only.** The sidewalk behind your space may **not be** used to store or display items and must be kept clear during the event. At no time shall display items be outside your 10' booth space area; this includes signs. Those that do not comply will be asked to leave and a refund will not be issued
- **Table coverings are required by all** **\*\*NO BARE TABLES ALLOWED\*\*** Tables must be draped or skirted all the way to the ground with all supplies, boxes and personal items completely hidden from view
- **All motor vehicles must be moved immediately upon unloading. THIS IS STRICTLY ENFORCED! THOSE THAT DO NOT COMPLY WILL BE ASKED TO LEAVE AND A REFUND WILL NOT BE GIVEN.** *\*Exhibitor agrees to MOVE & PARK their vehicle BEFORE SETTING UP ANY PART OF THEIR BOOTH SPACE area: THIS INCLUDES YOUR CANOPY!!*
- **Exhibitor agrees not to block the middle of Main Street while unloading in the morning; and loading at end of day**
- **Free parking for one vehicle per vendor** at a designated reserved lot will be available during the event; a one-day-**one-vehicle** parking permit is included in your contract. Parking Permit issued at check-in. **One vehicle per vendor will be issued a parking permit.** **Additional vehicles are NOT permitted in the check-in line.** *Any other help you bring will need to find street parking elsewhere.* **Additional vehicles are NOT permitted to park in the vendor lot.** *Unpermitted vehicles in the vendor-only lot will be subject to towing at owner's expense. There is a public lot located on Vine Street - one block from the event.*
- **The exhibitor agrees not to sell (or give away) any food , candy or beverages unless vendor is an approved Food Vendor**
- **The sale or consumption of open-container alcoholic beverages during this event is strictly prohibited**
- The exhibitor agrees that the rental space will be left clean, free of debris and/or trash
- The exhibitor agrees to **not breakdown before 4pm** (not 3:30, not 3:45, but **4pm**) .
- **The exhibitor agrees to follow and adhere to the Departure Instructions sent separately**
- Returned check fees : A \$50 fee will be assessed on all checks returned for insufficient funds
- **Space number assignments will be emailed to the primary contact only 7-14 days before the event;** along with **arrival instructions, departure instructions, and a map** of the event. All participants must adhere to very specific arrival & departure instructions, including pre-assigned arrival time. **It is the responsibility of the exhibitor's primary contact (noted on pg 1) to share booth space info, rules, and all arrival & departure instructions with any and all staff who will be in charge of the exhibitor's space during the event.**

The undersigned exhibitor agrees to indemnify and hold harmless the Rotary Club of North Penn from any and all claims for damages, injury or loss of their property, bound by all of the provisions heretofore set forth. Signature below indicates Exhibitor has read, and agrees to, all above terms & conditions of booth space rental contract

\_\_\_\_\_  
SIGNATURE of Exhibitor / Representative

\_\_\_\_\_  
Business Name (please print)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
printed name of above

Rev 7/1/24