

47th Annual *LANSDALE DAY* Art & Craft Festival
SATURDAY JUNE 1, 2024
BUSINESS BOOTH SPACE CONTRACT FORM

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

APPLICATION DEADLINE: APRIL 1, 2024

Business Name: _____
Name of Representative attending event: _____
YOUR NAME (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 to you need to SET UP your space? Time marked should *not* include travel time

15 min 30-45 min 1 hr

► **Choose your booth space size** - lower price applies if contract is received by the **April 1st deadline:**

10x10 \$100 10x10 after deadline \$120.
 10x20 \$200. 10x20 after deadline \$240.

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

► **Choose your payment method:** MasterCard Visa Check Payable to Rotary Club of North Penn

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 for Business booth spaces **We only accept MC or VISA**

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

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

FOR INTERNAL USE ONLY - DO NOT WIRTE BELOW THIS LINE

Rec'd _____ Amt \$ _____ ck # _____ or cc pmt _____ T&C signed
Size _____ Conf email sent: _____ 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 1, 2024** This page must be signed and returned with completed Page 1 of this booth space contract. If any page is missing; contract is void. Lower price for booth space applies if payment and form is received by deadline noted on Page 1. Illegible or incomplete booth space contracts will not be honored
- **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 (Presenting or Corporate) SPONSOR. Activity Sponsorship includes table & chairs. Event Sponsorship level includes premiere space only.
- **Electric enabled spaces** are strictly reserved for certain pre-approved FOOD VENDORS **only**. **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 space** (food trucks & food trailers with awnings are the only exception) Your canopy set up is not included in your contract unless upper-end Presenting or Corporate sponsor level
- **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. Canopy legs must fit in your 10x10 space; **no slanted legs allowed**
- **Table coverings are required by all **NO BARE TABLES ALLOWED** Tables must be draped or skirted top to bottom; all supplies, boxes and personal items hidden from view.** A balanced, artful, clean & neat booth space will attract customers
- Vehicle(s) permitted at your space for unloading and break down only (unless self-contained food truck) All non-food truck motor vehicles must be moved immediately upon unloading
- *****Exhibitor agrees to MOVE & PARK their vehicle(s) BEFORE SETTING UP THEIR BOOTH SPACE*****
- **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. More than one vehicle can check in with you, but only one vehicle per vendor will be issued a parking permit. 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 are 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 or beverages unless they are a pre-approved food vendor.**
- **The sale or consumption of open-container alcoholic beverages during this event is strictly prohibited and monitored by the Lansdale Police Department**
- 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)
- Returned check fees : A \$50 fee will be assessed on all checks returned for insufficient funds
- **Space number assignments will be emailed to you 7-14 days before the event;** along with arrival instructions & a **map** of the event. All participants must adhere to very specific arrival instruction, including pre-assigned arrival time

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 signature