

ARTISAN/CRAFT BOOTH SPACE CONTRACT FORM

PRINT ALL information below; *incomplete and/or illegible contracts will not be honored*

APPLICATION DEADLINE: APRIL 17, 2026

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: _____

ONE VEHICLE PER VENDOR ALLOWED THROUGH THE CHECK-IN LINE - ONE VEHICLE permitted to unload at your space THIS IS STRICTLY ENFORCED and there are NO exceptions! see Terms & Conditions on Page 2 for parking details

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 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 17th deadline**:

- 10x10 **\$85** 10x10 (after deadline) \$120. *if available*
- 10x20 **\$165** 10x20 (after deadline) \$225. *if available*
- 10x30 **\$255.** 10x30 (after deadline) unavailable

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>

We accept MasterCard and Visa only CREDIT CARD PROCESSING FEE IS **WAIVED** FOR ALL PARTICIPANTS

MC/VISA # _____ Exp: _____ CVV _____ 3 digit

Name as it appears on card: _____

Billing address associated with card: _____ ZIP: _____

Total Charge: \$ _____ Signature: _____

►►► **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 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 _____

TERMS & CONDITIONS ♦ PLEASE READ AND SIGN BELOW

- **DEADLINE FOR APPLICATION IS APRIL 17th** 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 open to public from 10am - 4pm
- **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**
- **Amplified Music is not permitted at your space** that disrupts your vendor neighbor’s ability to interact with customers. As a common sense courtesy to all, please do NOT use speakers that project sound beyond your rented area. If complaints are received, the vendor in violation of this rule will be addressed by the Event Manager whose decision is final
- **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.
- **Table coverings are required by all Tables must be draped or skirted all the way to the ground with all supplies, boxes and personal items completely hidden from view ***No Bare Tables Allowed*****
- **All motor vehicles must be moved immediately upon unloading. **THIS IS STRICTLY ENFORCED!** ***Exhibitor agrees to MOVE & PARK their vehicle BEFORE SETTING UP ANY PART OF THEIR BOOTH SPACE area****
- **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.
 - ▶ **One vehicle per vendor will be issued a parking permit at check-in**
 - ▶ **Additional vehicles are NOT permitted in or through the check-in line, and will NOT be permitted onto Main Street.** *Any other help you bring will need to find parking elsewhere. (eg: side street, parking garage)*
- **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. 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, event rules, and all instructions with any and all staff who will be representing 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