

48th Annual *LANSDALE DAY* Art & Craft Festival
SATURDAY JUNE 7, 2025
FOOD VENDOR BOOTH SPACE CONTRACT FORM

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

APPLICATION DEADLINE: *MARCH 15, 2025*

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?

Self-Contained Food Truck Hitched Trailer Car/SUV/Van other; explain: _____

NOTE THAT SELF-CONTAINED FOOD TRUCKS ARE THE ONLY VEHICLES ALLOWED TO REMAIN ON MAIN STREET AFTER 9am; ALL OTHERS MUST BE REMOVED; parking permit issued at check-in - one vehicle per vendor

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

1 hr 90 min 2 hrs **◆ PLEASE NOTE :** Due to the space needed to maneuver larger vehicles into place, we require ALL self-contained food trucks and hitched-trailers to check in at 7:15 am. There are *no exceptions* to this policy

► Choose your booth space size - pricing applies if contract is received by the *March 15th* deadline:

10x10 \$190 10x10 w/elec* \$210
 10x20 \$225 10x20 w/elec* \$245
 10x30 \$250 10x30 w/elec* \$275

ALL FOOD VENDORS: Are required to have \$1,000,000 liability insurance and supply certificates of Insurance **by May 15th**. **SEE PAGE 4 for details**

*Electric is limited : first-come-first-paid basis • 220 amp Service is NOT AVAILABLE

► 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 secure payment page: <https://rotaryclubofnorthpenn.org/sitepage/lansdale-day-information/pay-for-booth-space>
• We accept Visa and MasterCard ONLY

MC/VISA # _____ Exp: _____ cvv _____ 3 digit
Name as it appears on card: _____
Billing address associated with card: _____ ZIP: _____
Total Charge: \$ _____ Signature: _____

►►► DO NOT FORGET TO:

- READ & SIGN THE TERMS & CONDITIONS ON PG 2**
- COMPLETE THE POWER SOURCE QUESTIONNAIRE ON PG 3**
- Read and comply with the important info on PG 4**

PAGES 1, 2 & 3 must be returned with payment to have a space reserved for you

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 **FULL** payment

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
- **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 10x10 space (unless self-contained food truck or food trailer with awning) - **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

Food vendors - your signature above also indicates you will complete page 3; and will adhere to information on page 4

RULES and REGULATIONS for Food Vendor participation at Lansdale Day:

ALL FOOD VENDORS: Are required to have \$1,000,000 liability insurance and supply Rotary Club with Certificates of Insurance naming **Rotary Club of North Penn and Lansdale Borough** as additional insured by May 15th.

► **Certificates of Insurance** are a required part of your Food vendor contract and must be submitted to the Event Manager by **no later than May 15th** or you will **not** be permitted to participate in the event. You will need to have your insurance agent or broker send **two separate COI's** as follows:

1. Naming the **Rotary Club of North Penn** as additional insured; address: PO Box 985 / Lansdale, PA 19446
 2. Naming **Lansdale Borough** as additional insured; address: One Vine Street / Lansdale, PA 19446
- Each COI is emailed to: rotaryclubofnorthpenn@gmail.com or mailed to: PO Box 1638 / Southampton, PA 18966
DO NOT MAIL THE COI's to Lansdale Borough

► **Health Department Permit Information:**

- If your food business operates in Montgomery County, you already (should) have a Montgomery County Health Department permit to operate. Please be sure your license to operate in Montgomery County is **current**, visible and/or available for inspection
- If Lansdale Day will be the **ONLY** event you participate in, **in Montgomery County PA** this year, you are **not** required to have a temporary health department permit for our One-Day event.
- However, if your business operates from **an out-of-area county or state**, and Lansdale Day is the 4th or greater event you participate in this year *in Montgomery County*, then a temporary Montgomery County Health Department permit is required.
If you need a temporary permit, please visit www.montgomerycountypa.gov

► Please review the **Food Vendor Inspection check list** (*emailed separately*) which the Lansdale Fire Marshal will use **to inspect your space on the day of the event**. *You do not need to complete this form* - just be aware of the criteria, including:

- **ALL food vendors are required to have a currently inspected fire extinguisher** at their rented booth space
- Food Vendors are not permitted to enclose their rented booth space area with netting, screening, canvas or other flammable materials
- If you have any questions about the inspection check list, please reach out to the Lansdale Fire Marshal, Rick Lesniak, via email at rlesniak@lansdale.org