

FOOD VENDOR BOOTH SPACE CONTRACT FORM

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

APPLICATION DEADLINE: MARCH 27, 2026

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 / Menu: _____

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 MOTOR 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 27th deadline:

- 10x10 \$195 10x10 w/elec* \$210
- 10x20 \$230 10x20 w/elec* \$245
- 10x30 \$260 10x30 w/elec* \$275

ALL FOOD VENDORS: Are required to have \$1,000,000 liability insurance and supply certificates of Insurance **by May 1st** 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 • Processing fee **WAIVED** for all vendors

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 TO HAVE A SPACE RESERVED

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

FOR INTERNAL USE ONLY - DO NOT WRITE BELOW THIS LINE

Rec'd _____ Amt _____ ck # _____ or cc _____ **PSQ rec'd** **COI rec'd**
 size: _____ **Conf sent** _____ **Space #** _____ **SENT** _____

TERMS & CONDITIONS ♦ PLEASE READ AND SIGN BELOW

- **DEADLINE FOR FOOD VENDOR APPLICATION IS March 27th** 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

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

SIGNATURE of Exhibitor / Representative

Business Name (please print)

DATE

printed name of above

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 1st**.

► **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 1st** 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:** northpennrotary@gmail.com or mailed to: PO Box 1638 / Southampton, PA 18966

DO NOT MAIL or EMAIL 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