Rotary Club of North Penn

50th Annual *LANSDALE DAY* Art & Craft Festival
SATURDAY JUNE 5, 2027
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, 2027

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 15th 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 ☐** _____

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LANSDALE DAY ART & CRAFT FESTIVAL ♦ BOOTH SPACE RENTAL CONTRACT ♦ TERMS & CONDITIONS ♦

- **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. Main Street (from Broad to Cannon) is CLOSED to vehicular traffic from 6am-6pm. **ONE** vehicle per participant is permitted onto Main Street during check-in and check-out by following specific arrival and departure instructions
- **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 straight-leg style canopy covering each rented 10x10 space.**
  NO other size or style 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**. Weights are NOT provided for ANY participant, including Sponsors. 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.
- **All display items must fit within the rented booth space area only (including signs).** The sidewalk behind your space may **not** be used to store or display items and must be kept clear during the event.
- **ALL PARTICIPANTS MAY NOT :**
  - **share or occupy the same booth space with any other artisan, business or vendor;**
  - **sell, promote or give away any products or services without prior permission. This includes, but is not limited to face painting, balloon art, magician, tattoos, toys, food, candy or beverages.** *Vendor must exhibit as contracted and specified on the booth space contract with written approval from event manager*
  - **hand out promotional materials other than at the vendor's rented booth space.** *Solicitation of any kind outside of the rented space is not permitted at any time during the event.*
- **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 area will be available during the event; **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 for any reason.** *Any other help you bring will need to find parking elsewhere. (eg: side street, parking garage)*
  ►*The vehicle that checks in is the vehicle that **MUST STAY** for the duration of the event in the designated parking area; **THERE ARE NO EXITS** until the end of the event - monitored and enforced by the LANSDALE POLICE DEPARTMENT*
- ***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. **Food Vendors may NOT use trash cans for large refuse items including empty food supply boxes, large cardboard, etc. You must take these items with you upon departure**

•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. Primary Contact agrees to share all rules with staff in charge of booth space during the event and adhere to arrival & departure instructions.**

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 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

Rotary Club of North Penn

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The following questions **must be answered BY ALL FOOD VENDORS** to be allowed to participate in LANSDALE DAY as an approved Food Vendor

RETURNING VENDORS: If your Power Source info is exactly the same as previous year with no changes, check this box [ ] *if checked, skip to **Section C** below*

►***New Food Vendors***
or Returning vendors with changes to previous power source questionnaire,
complete Sections A, B & C below

Section A:
Indicate the power source by selecting appropriate boxes below that pertain to your set up, food prep and cooking method at Lansdale Day:

☐ Generator - self-contained within food truck/hitched trailer

☐ Gas ☐ Propane ☐ Other _____
please explain

☐ Generator - external

☐ Gas ☐ Propane ☐ Other _____
please explain

☐ Electric (110 amp only) **Note:** must have pre-approval from Event Manager and pay the additional fee for electric.

Section B: Food Prep & cooking method:

Open flame? ☐ yes ☐ no

Via Propane? ☐ Via electricity? ☐ Via charcoal? ☐ Via Sterno & chafing dishes? ☐

☐ Other (*please explain*) _____

Section C:

PLEASE NOTE: *Lansdale Borough does Not Allow food vendors who cook with open flame or generator (gas or propane) to have their booth space located on Main Street. We have food court areas plus perpendicular side streets where our event manager will place you accordingly*

YOUR BUSINESS NAME: _____

Owner/Operator Signature: _____

***EMAIL COMPLETED QUESTIONNAIRE BY MARCH 15th** to: northpennrotary@gmail.com*

REMEMBER TO:

□ *Submit your **two** COI's, naming The Rotary Club of North Penn **and** Lansdale Borough as additional insured. **These must be received by May 1st***
□ *Review the Mobile Food Vendor Inspection Form sent to you*
□ ***Review the Rules & Regulations for Food Vendors 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 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