

45th Annual **LANSDALE DAY** Arts & Crafts Festival
SATURDAY JUNE 3, 2023

Must be signed by ALL PARTICIPANTS and returned with booth space rental agreement & FULL payment

BOOTH SPACE RENTAL CONTRACT - TERMS & CONDITIONS

ALL PARTICIPANTS & EXHIBITORS

PLEASE READ AND SIGN BELOW

- **DEADLINE FOR APPLICATION IS MAY 1, 2023** This signed document **MUST BE SENT WITH THE COMPLETED BOOTH SPACE FORM**; if either form is missing, contract is not valid. Discount applies if payment **and** forms are received by deadline. Illegible or incomplete booth space contracts will not be honored (at the Event Manager's discretion)
- **THERE IS NO RAIN DATE for LANSDALE DAY 2023** 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, Major 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**. Please bring all devices fully charged for the day and a battery back-up. There are no charging stations. Generators are permitted by FOOD VENDORS only
- **ALL participants must have a canopy covering** - there are **no exceptions to this rule** - **please do not ask!** Your canopy set up is not included in your contract unless upper-end Presenting, Major 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 on Vine Street 1 block away 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 2-7 days before the event**; along with **arrival instructions** & a **map** of the event. All participants must adhere to very specific ARRIVAL INSTRUCTIONS including 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

SIGNATURE IS REQUIRED OR CONTRACT IS VOID

SCAN & EMAIL with completed booth space contract form to:
northpennrotary@gmail.com

or MAIL to: Rotary Club of North Penn / PO Box 1638 /
Southampton, PA 18966