

45th Annual *LANSDALE DAY* Arts & Crafts Festival
SATURDAY JUNE 4, 2022

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 APRIL 23, 2022** Contracts received with postmark or email time stamp **after** deadline date are subject to higher booth space fees. Discounts apply to contracts with full payment received **on or before** the above noted DEADLINE. Contracts received without appropriate full payment will **not** be honored. **This signed document MUST BE SENT WITH THE COMPLETED BOOTH SPACE FORM**; if either form is missing, contract is not valid
- We often fill up PRIOR to the deadline, at which time NO FURTHER applications will be accepted regardless of deadline date
- Illegible or incomplete both space contracts will not be honored (at the Event Manager's discretion)
- **Booth space fees are non-refundable** - fees do not include tables, chairs or canopies unless UPPER END (Presenting, Major or Corporate) SPONSOR. Event Sponsorship level includes premiere space only.
- **To speed up the check-in process: Space number assignments will be emailed to you 2-5 days before the event**; along with **arrival instructions** & a **map** of the event. At check-in, we will confirm with you that you know your space number and we will have volunteers to direct you. **Make sure we have your correct email address on file** (noted on your booth space form)
- All participants must adhere to very specific ARRIVAL INSTRUCTIONS which are emailed to the participant prior to the event.
- **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 (gallon water jugs tied to corner legs work well) Damage occurring from unsecured canopies is the responsibility of the exhibitor
- Table coverings are required by all ****NO BARE TABLES ALLOWED**** **Tables must be draped or skirted top to bottom**
- Vehicles are 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** - **THIS IS STRICTLY ENFORCED** to avoid a bottleneck during the check-in & set-up process. **Exhibitor agrees TO MOVE THEIR VEHICLE to the vendor-only parking lot BEFORE SETTING UP THEIR BOOTH SPACE.**
- **Free parking** for vendors at a designated reserved lot will be available during the event; a one-day-one-vehicle parking permit is included in your contract. Parking Permits are issued at check-in. ONE PERMIT PER VEHICLE, PER VENDOR
- **THERE IS NO RAIN DATE for LANSDALE DAY 2022**. The event takes place rain or shine. **In the event of severe weather (lightening, thunder, flash flood warnings); the event will be delayed or cancelled.**
- **The exhibitor agrees not to sell (or give away) any food or beverages** unless they are a food vendor in the Food Court and have been pre-approved by the Lansdale Day Event Manager in advance.
- The exhibitor agrees that the rental space will be left clean, free of debris and/or trash **and will not breakdown before 4pm**
- **Returned check fees** : A \$50 fee will be assessed on all checks returned for insufficient funds

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