

Rosemont Community Association

The Heart and Hands of Rosemont

The Rosemont Community Association (RCA) will be hosting its **14th Annual Rosemont Community Celebration** on September 30, 2023 from 10 am-2 pm. This is the neighborhood's premier event where residents can get information on resources available on local businesses, emergency services, law enforcement, health, education, social services, animal control, and community organizations. It is also an opportunity for neighbors to get together for fun where everything is FREE – food, music, kids activities, and information booths.



Traditionally, this event is supported by donations from local businesses, individuals, and grants. There are several ways that your business can support the Community Celebration:

- Become an event sponsor. (See attached sponsorship levels and benefits.)
- Set up a free exhibitor table on event day. (See attached exhibitor information.)
- Volunteer to help on event day. (See list of volunteer tasks.)

Any way that you chose to support the Community Celebration would be appreciated. The Rosemont Community Foundation (RCF) is a 501(c)(3) non-profit organization that funds RCA activities. Monetary donations to RCF are tax deductible.

[Click here to sign up and be a part of this great community event.](#)

A Community Celebration volunteer will be contacting you to confirm your support and answer any questions.

Sincerely,

Dee Gavaldon

Community Celebration Chair
Rosemont Community Association

2023 ANNUAL ROSEMONT COMMUNITY CELEBRATION SPONSORSHIP INFORMATION

We offer various recognition levels for businesses and individuals who wish to provide event support. The Rosemont Community Foundation (RCF), which supports RCA, is a 501(c)(3) nonprofit organization and any donations are tax deductible. Event sponsors ensure continued success of not only this event, but also RCA's work in building a viable, beautiful community.

 <p style="text-align: center;">COMMUNITY LEADER \$500+</p>	<p>The Community Leader sponsorship level includes:</p> <ul style="list-style-type: none"> ● Logo recognition on the door hanger, event banner, thank you poster, and in RCA's Annual Report. ** ● Reserved table space at the event, if requested * ● Sponsorship signage at the event ● Name recognition by the event emcee ● Business logo on the RCA webpage ● One year of business membership to the Rosemont Community Association
 <p style="text-align: center;">COMMUNITY BUILDER \$250-\$499</p>	<p>The Community Builder sponsorship level includes:</p> <ul style="list-style-type: none"> ● Name recognition on the thank you poster, and in RCA's Annual Report ● Reserved table space at the event, if requested * ● Sponsorship signage at the event ● Name recognition by the event emcee ● Business logo on the RCA webpage ● One year of business membership to the Rosemont Community Association
 <p style="text-align: center;">GREAT NEIGHBOR \$100-\$249</p>	<p>The Great Neighbor sponsorship level includes:</p> <ul style="list-style-type: none"> ● Name recognition on the thank you poster, and in RCA's Annual Report ● Reserved table space at the event, if requested * ● Name recognition by the event emcee ● Business logo on the RCA webpage ● One year of business membership to the Rosemont Community Association

* Reserved table space does not include a canopy, tables or chairs. We are not able to provide electricity, but you are welcome to bring a generator.

** Logos must be received by RCA no later than the print copy deadline dates in order to be included on print material.

All sponsors and organizations with table space must comply with **ZERO-SALES ACTIVITIES** at the event. It is acceptable to distribute handouts, samples, free gifts, etc. to attendees. You may also conduct prize drawings, games, and other family-friendly activities.

2023 ANNUAL ROSEMONT COMMUNITY CELEBRATION

EXHIBIT SPACE INFORMATION & INSTRUCTIONS

We offer area businesses and organizations the opportunity to set up an information table (10' x 10' space) at the Community Celebration at no charge. Exhibitors and sponsors must agree to abide by the rules set forth to ensure RCA is in compliance with park and other agency regulations, and that all exhibitors and attendees have an enjoyable experience.

Exhibit space is limited to 60 tables. Deadline to submit a request is ***Friday, September 22***, or until the limit is reached. Event **sponsors** will have a reserved table space if requested at the time sponsorship is confirmed. All other exhibitors will be assigned a numbered space.

- Exhibitors and sponsors must have their own shade canopy, table, and chairs.
- Electricity is not available; however, you may bring a generator.
- Exhibitors and sponsors must comply with **ZERO-SALES ACTIVITIES** at the event. It is acceptable to distribute handouts, samples, free gifts, etc. to attendees. You may also conduct prize drawings, games, and other family-friendly activities.
- Exhibitors are requested to provide RCA an item for the event drawing with an approximate value of \$20 or more. Please attach a business card or material that includes your business name in/on the item. This item can be delivered to RCA on the morning of the event.
- Exhibitors must stay for the entire event.

ON EVENT DAY:

- Table set-up begins at 8:00 am. The event runs from 10:00 am to 2:00 p.m.
- **DO NOT ARRIVE BEFORE 8:00 am.** Event set-up will be in progress, the parking lot will be closed, and you will be directed to wait outside of the parking lot.

EVENT CHECK-IN (Begins at 8:00am):

1. Park your vehicle on the street or enter the main parking lot from the west side (Huntsman Dr. side). A parking lot attendant will be on hand to give you access.
 2. After being directed to a parking space, check in with one of the exhibit coordinators to find out where your space is located.
 3. After unloading your vehicle, remove your vehicle from the parking lot before setting up your table space to allow others into the parking lot to unload. Volunteers will watch your belongings while you park.
 4. If you need assistance unloading your vehicle and taking items to your space, a volunteer may be available to assist you. You are encouraged to have more than one person attend the event with you to help with carrying items, moving your vehicle, and setting up your table.
- Exhibitor donations can be dropped off at the RCA Membership table.
 - A "Hot Dog Runner" will circulate among the tables to supply food and water during the event.

RCA COMMUNITY CELEBRATION VOLUNTEER TASK LIST – September 30, 2023

Volunteers will receive an RCA volunteer t-shirt and get a food break during their shift. This event is eligible for community service hours.

Area of Volunteering	Volunteers Needed	Volunteer Hours	Hours Worked
Door hanger distribution (estimated to begin September 11)	10-20	Varies	Varies
Set up/break down tables, chairs, umbrellas; trash pickup	8-10	7:00am – 10:00am 2:00pm – 3:00pm	8
Escort and assist exhibitors to their spaces	4-5	8:00 am – 11:00 am	3
Oversee kids' arts & crafts	2-3	9:30 am – 2:30 pm	5
Monitor kids' games/prizes	2-3	9:30 am – 2:30 pm	5
Monitor bounce houses	3-4	9:30 am – 2:30 pm	5
Hot dog runner(s) (deliver food to tables)	1-2	11:00 am - 2:00 pm	3
Parking lot attendants	4	7:00 am – 1:00 pm	6

To volunteer for the Community Celebration, contact Lisa Vorce at lvorce07@gmail.com. Provide your name, phone number, t-shirt size, and your first and second choice of volunteer tasks.