



# Rosemont Community Association

*The Heart and Hands of Rosemont*

The Rosemont Community Association (RCA) will be hosting its **15th Annual Rosemont Community Celebration** on September 28, 2024 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, clean air, environment sustainability 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.



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. Your financial support keeps this event free to all!

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

A Community Celebration volunteer will contact you prior to the event to confirm your support and answer any questions.

Sincerely,

*Dee Gavaldon*

Community Celebration Chair  
Rosemont Community Association

## 2024 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 in building a viable, beautiful community.

 <p><b>COMMUNITY LEADER</b> <b>\$500+</b></p>	<p>The <b>Community Leader</b> sponsorship level includes:</p> <ul style="list-style-type: none"> <li>○ Logo recognition on the door hanger, event banner, thank you poster, and in RCA's Annual Report. **</li> <li>○ Reserved table space at the event, if requested *</li> <li>○ Sponsorship signage at the event</li> <li>○ Name recognition by the event emcee</li> <li>○ Business logo on the RCA webpage</li> <li>○ One year of business membership to the Rosemont Community Association</li> </ul>
 <p><b>COMMUNITY BUILDER</b> <b>\$300 - \$499</b></p>	<p>The <b>Community Builder</b> sponsorship level includes:</p> <ul style="list-style-type: none"> <li>○ Name recognition on the thank you poster, and in RCA's Annual Report</li> <li>○ Reserved table space at the event, if requested *</li> <li>○ Sponsorship signage at the event</li> <li>○ Name recognition by the event emcee</li> <li>○ Business logo on the RCA webpage</li> <li>○ One year of business membership to the Rosemont Community Association</li> </ul>
 <p><b>GREAT NEIGHBOR</b> <b>\$100 - \$299</b></p>	<p>The <b>Great Neighbor</b> sponsorship level includes:</p> <ul style="list-style-type: none"> <li>○ Name recognition on the thank you poster, and in RCA's Annual Report</li> <li>○ Reserved table space at the event, if requested *</li> <li>○ Name recognition by the event emcee</li> <li>○ Business logo on the RCA webpage</li> <li>○ One year of business membership to the Rosemont Community Association</li> </ul>

\* 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.

# 2024 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 20.** 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 the RCA Membership Table 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.). 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.
  - a. Exhibitor items for the RCA event drawing can be delivered to the RCA Membership Table the morning of the event.
  - b. Food Runner volunteers will circulate among the tables to supply food and water to exhibitors during the event.

## RCA COMMUNITY CELEBRATION VOLUNTEER TASK LIST

**Volunteers are needed to help for this great event.**

**If you, or your organization, is interested in volunteering we would greatly appreciate the assistance.**

Volunteers will receive a 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	3-4
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
Food runner(s) (deliver food to tables)	2-3	11:00 am - 2:00 pm	3
Parking lot attendants	4	7:00 am – 1:00 pm	6

To volunteer, or find out more information, please contact Lisa Vorce at [lvorce07@gmail.com](mailto:lvorce07@gmail.com)

Provide your name, phone number, t-shirt size, and your first and second choice of volunteer tasks.