

SECAFEST 2023



Participant Information Packet

SECAFEST 2023



March 2023

Hello SECAFEST '23 Participant!

We are gearing up for another great SECAFEST Celebration on Saturday, July 8, 2023 from 4 to 10 pm on the grounds of Memorial Park in Quarryville.

SECAFEST is our annual summer celebration of food, games and fun for everyone, along with an amazing fireworks display to end the evening! In past years we have had inflatables, pony rides, games, food trucks, crafters, vendors and informative booths. We hope that you will join us in making this year's celebration better than ever by sponsoring our event OR agreeing to be a vendor at our event!

Being a SECAFEST sponsor is a great way to get your message out and promote your business! By helping to sponsor our event, we'd like to help your business as well! See pages 6 & 7 for more information on sponsorship opportunities.

Vendor Agreements (pages 3 to 5) will be accepted on a first come, first served basis. We are looking to provide a wide variety of foods, merchandise and games for family fun. We reserve the right to approve all applications. Deadline to register is Saturday, June 24, 2023. You must return your agreement with payment by that date to reserve your space. SECA is not responsible for items lost in the mail! You may bring your paperwork directly to the office if you choose: 299 Park Avenue, Quarryville. The office is typically open from 10 to 4, Monday through Friday, but please call ahead in case we are out conducting other SECA business.

The rental fee is only \$15 for profit vendors and \$10 for non-profit organizations for the first 10 x 10 space. Each additional space is \$10. Rental fee for food truck/trailer is \$30. Electrical hookup is available for an additional \$40.

Quarryville Borough requires vendors to display a vendor permit. Apply at the Quarryville Borough Office, 300 St. Catherine Street, Quarryville; 717-786-2404. Permits are \$30 and good for 90 days. Borough will wave fee if vendor donates a portion of money back to SECA.

Event set up is from 1:30-3:30 pm and every vendor will have a designated area. Parking for one vehicle is allowed at each space. Plan to park and stay for the entire event. There is no route for in and out traffic. Additional vehicles are encouraged to park in the public lots around the park.

We ask that you follow all CDC guidelines that may be in place at the time of this event to ensure the community's safety as well as your own.

The fireworks go off at 10 pm, so the crowd stays around all evening. We hope that you will come celebrate with us and help make this a super-fun event for our community!

Contact us with any questions or concerns: 717-806-0123 / admin@secarec.com.

Thank you for your consideration!

SECAFEST '23 Committee SECA's Mission: To create recreational opportunities for residents of Southern Lancaster County by providing high value programs for children and adults.

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Vendor Agreement

Please read carefully; fill in the blanks and return to SECA with payment.

The Southern End Community Association/SECA (Sponsor) and the individual, organization or business (Vendor) described in Article 1 below, agree that subject to the terms and conditions of this Agreement, Vendor shall sell and/or exhibit only the products, services, and information specified and approved in Article 1 at **SECAFEST 2023**, a festival which the Sponsor coordinates in Quarryville, PA on Saturday, July 8, 2023 from 4 pm to 10 pm.

Article 1- Vendor Information

Individual/Organization/Business Name:

Contact Person:

Street Address:

City, State, Zip:

Phone Number and Email Address:

Description of product(s), service(s) and information that will be offered at in your space:

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Article 2: Terms and Conditions

1. This agreement must be completed and signed by Vendor and returned to Sponsor no later than June 24, 2023 with the appropriate fees and shall not be in effect until accepted and signed by Sponsor.
2. Vendor agrees to abide by the rule and regulations for SECAFEST 2023 and any changes thereto shall be provided to Vendor prior to start of the event.
3. Vendor agrees to sell only those products listed and approved by Sponsor on page 3 of this agreement.
4. Vendor is responsible for supplying its own personnel, tables, chairs, signs, etc. and for maintaining all liability insurance and any other insurance that may be necessary.
5. Vendor is responsible for breaking down all trash/boxes resulting from booth set-up and operation. You may place trash in the dumpster located by the SECA building or trash cans placed throughout the event. (Do not place any set up trash in the public trash receptacles in the park.)
6. Sponsor is not responsible for Vendor's property.
7. Vendor agrees to indemnify and hold Sponsor, Sponsor's officers, volunteers, and anyone associated with Sponsor harmless from any and all loss or damage to Vendor, Vendor's employees, or another person on Vendor's property attributable to any act or omission of Vendor or Sponsor.
8. Vendor agrees to abide by all Borough, State and Federal laws applicable to it and its activities at SECAFEST 2023, including but not limited to all CDC guidelines in place to ensure the safety of the community and our vendors at the time of the event.
9. This event may be held Rain or Shine and it is the Vendor's responsibility to be fully prepared for inclement weather.

Article 3 - Termination

Sponsor reserves the absolute right to terminate the Agreement in the event the vendor sells or attempts to sell any product or service other than those specified in Article 1 or breaches any of the regulations for SECAFEST 2023. In the event the Sponsor terminates the Agreement, Vendor shall immediately cease any activities at SECAFEST 2023 and remove all equipment, personnel and other property from the venue and forfeit all fees paid to Sponsor.

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Article 4 - Fees

10 ft x 10 ft space: For-Profit Vendors-\$15; Non-Profit Organization-\$10

Each additional 10 ft x 10ft space: \$10 each

Food Trailers: \$30

Electric Service: \$40

All funds for space must accompany this agreement.

Cancellations:

Prior to 30 days before event-full refund

30 to 20 days prior to event-50% refund

19 days or less prior to event-No refund

Vendor requires_____space(s). Electricity: Yes OR No (please circle one)

For-Profit OR Non-Profit (please circle one)

Total Amount accompanying this agreement \$_____

Please sign and date this agreement and return to SECA Office by mail or in person. Checks should be made out to "SECA".

Mailing Address:

SECAFEST 2023, PO Box 67, Quarryville, PA 17566

Questions or concerns? Call SECA at 717-806-0123 or email to admin@secarec.com

Office Use Only:

Date of Receipt_____

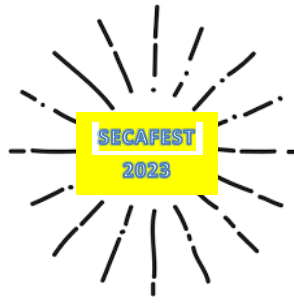
Vendor_____

Date of Acceptance_____

Confirmed_____

Staff Initials_____

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SPONSORSHIP OPPORTUNITIES

Event Sponsor- \$2,000 per year

- Sponsor for SECAFEST 2023; SECA's Annual Golf Outing Sponsorship & 4 Golfers- September 1, 2023; Southern Sip Wine Festival-October 14, 2023; SECA Road Rally Scavenger Hunt-November 4, 2023
- Banner displayed at this event, if provided
- Special mention on flyer, social media and newspaper ad
- One SECA building rental (\$400 value)
- SECAFEST 10 x 10 vendor space

Fireworks Sponsor: \$1,000 per year

- Sponsor for SECAFEST 2023
- Special mention on flyer, social media and newspaper ad
- Banner displayed at this event, if provided
- One SECA Park Pavilion Rental (\$75 value)
- SECAFEST 10 x 10 vendor space

SECAFEST Celebration Sponsor: \$300

- Sponsor for SECAFEST 2023
- Mentioned on flyer, social media and newspaper ad
- Banner displayed at event, if provided
- SECAFEST 10 x 10 vendor space

If you decide not to use your vendor space, you may offer it to another group. Vendor agreement must be returned by the deadline to reserve the space.

SECA is a non-profit organization and your sponsorship is tax deductible, minus any goods or services received. Contact the SECA office to request a receipt.

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SECAFEST SPONSOR

Individual/Organization/Business Name:

Contact Person:

Street Address:

City, State, Zip:

Phone Number and E-mail Address:

Please circle one:

EVENT SPONSOR - \$2,000 FIREWORKS SPONSOR - \$1,000 CELEBRATION SPONSOR - \$300

_____ Yes, I plan to use my vendor space at SECAFEST 2023

_____ No, I will donate my vendor space to _____

Vendor Agreement must be returned to reserve the space.

Banner for display at the event must be provided. _____

Please respond by **June 1, 2023** by dropping off or mailing this form, check payable to 'SECA' and vendor agreement, if applicable. SECA is not responsible for items lost in the mail. If you would like to drop off your paperwork, we are typically in the office (299 Park Avenue, Quarryville) from 10-4, Monday through Friday. It's always a good idea to call ahead in case we are out conducting other SECA business. 717-806-0123 / admin@secarec.com

Mailing Address:

SECAFEST 2023
PO Box 67
Quarryville, PA 17566

Revised 3/2023