



## **Participant Information Packet**

## SECA's Southern Sip Wine Festival 2022



March 2022

Hello!

We are excited to announce our first ever Wine Festival! Mark your calendar for our "Southern Sip Wine Festival", Saturday, October 15, 12-4 pm on the grounds of the SECA Park, Quarryville, PA.

Registrations will be accepted on a first come, first serve basis and will be reviewed to ensure a variety of merchandise and offerings. Competition is good, but we all come out ahead if everybody does something different. Space selections will be assigned according to the registration dates, so get yours in early! Deadline to register is September 30th. You must return your contract with payment to reserve your spot. We will confirm receipt of your registration when we receive it. SECA is not responsible for items lost in the mail!

The rental fee is only \$15 for profit vendors/\$10 for non-profit organizations for the first 10x10 space. Each additional space is \$10. Rental fee for food truck/trailer is \$25. Electrical hookup is available for an additional \$40.

Quarryville Borough requires vendors to display a vendor license. Apply at the Borough Office, 300 St. Catherine Street, Quarryville; 717-786-2404. Let them know that you will be on SECA property. There should be no charge for our private property.

Set up window is 9:30-11:30 am, with designated spaces for each vendor. Tables and chairs will **not** be provided. Vehicle access is available for set up. Plan to park in the public lots around the park before the event begins. Breakdown can begin at 4 pm. Once it is safe for vehicles, we will open for traffic.

Passes are required for tasting. Each vendor will be given 2 free passes and each winery will be given 4 free passes.

A rain date is scheduled for Saturday, October 22<sup>nd</sup> and would only be used if the weather is forecasted to rain or storm for half of the event hours.

All funds for space must accompany the registration form. Cancellation 30 days prior to the event-full refund; 29-20 days prior-50% refund. No refund for cancellation within 19 days of the event.

Remember, you keep all of your profits! Come celebrate the day with great food, drink & fun and make some money while meeting the people in our community!

Contact us with any questions or concerns: 717-806-0123 / [admin@secarec.com](mailto:admin@secarec.com)

Join us at the Festival!

SECA's Southern Sip Wine Festival Committee

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

# SECA's Southern Sip Wine Festival 2022

## Vendor Agreement

Please read carefully; fill in the blanks, sign 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 **SECA's Southern Sip Wine Festival 2022**, a festival which the Sponsor coordinates in Quarryville, PA on Saturday, October 15, 2022 from 12 pm to 4 pm.

### Article 1- Vendor Information

Individual/Organization/Business Name:

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Contact Person:

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Street Address:

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City, State, Zip:

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Phone Number and Email Address:

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

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## **SECA's Southern Sip Wine Festival 2022**

### **Article 2: Terms and Conditions**

1. This agreement must be completed and signed by Vendor and returned to Sponsor no later than September 30, 2022 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 SECA's "Southern Sip Wine Festival 2022 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 SECA's Southern Sip Wine Festival 2022, 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 SECA's Southern Sip Wine Festival 2022. In the event the Sponsor terminates the Agreement, Vendor shall immediately cease any activities at SECA's Southern Sip Wine Festival 2022 and remove all equipment, personnel and other property from SECA venues and forfeit all fees paid to Sponsor.

**SECA's Southern Sip Wine Festival 2022**

**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: \$25

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:

SECA's Southern Sip Wine Festival, PO Box 67, Quarryville, PA 17566

Questions or concerns? Call SECA at 717-806-0123 or email to [admin@secarec.com](mailto:admin@secarec.com)

**Office Use Only:**

Date of Receipt\_\_\_\_\_

Vendor\_\_\_\_\_

Date of Acceptance\_\_\_\_\_

Confirmed\_\_\_\_\_

Staff Initials\_\_\_\_\_