



## ALTAR SIGN UP FORM

### **2018 Dia de los Muertos Celebration**

**Altar Set Up:** Tuesday, October 23rd, from 9:00 a.m. to 7:00 p.m.

**Altar Tear Down:** Monday, November 12th, from 9:00 a.m. to 7:00 p.m.

Group and/or Family Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Who is the Altar in honor of?

\_\_\_\_\_

Please give a basic description of your Altar.

\_\_\_\_\_

\_\_\_\_\_

Materials that will be used.

\_\_\_\_\_

Have you participated in previous years? (circle one) YES NO

Please deliver, email or mail the above form, along with the signed Waiver form, to: Tucson Presidio Trust for Historic Preservation, 196 N. Court Avenue, Tucson, Arizona 85701, \_\_\_\_\_ (email).

After your paperwork is submitted you will receive a map indicating your Altar space location.

**NOTE:** These Altars are created to honor our beloved ones that have passed away **NOT** for marketing purposes or sales of any kind.

Thank you for your interest. Please feel free to contact us with any questions.

#### Altar Program Directors

Rachel Ruiz Pollack, (520) 305-6342, [mariadolores1883@cox.net](mailto:mariadolores1883@cox.net)

Monica Dunbar Smith (520) 730-2361, [tortelita@aol.com](mailto:tortelita@aol.com)

196 N. Court Avenue  
Tucson, Arizona 85701 (520) 837-8119

## **CALENDAR:**

**Saturday, October 13, 2018: *Deadline*** to Register – form must be received by 4:00 p.m. at the Presidio San Agustin del Tucson Museum.

- Tuesday, October 23, 2018, 9:00 am to 7:00 pm: Install altar in Museum exhibit rooms, 196 N. Court Avenue, Tucson.
- October 24 to November 11, 2018, 10:00 am to 4:00 pm: Altars open to visitors.
- Monday, November 12, 2018, 9:00 am to 7:00 pm: Pack up and remove altar items from the Presidio Museum.

## **There are 3 steps to reserve one of the Six Altar SITES:**

- Print [altar sign up form](#). See link at the bottom of this page.
- Print [agreement & waiver form](#). See link at the bottom of this page. Sign it, and attach it to your altar sign up form.
- Deliver, email or mail forms to Tucson Presidio Trust for Historic Preservation, 196 N. Court Avenue, Tucson, Arizona 85701.

### Detailed Directions- Please read and sign.

Once we receive your application form and a signed copy of the waiver, we will contact you with a map, instructions and altar space number. Cancellations must be made 72 hours in advance of the event.

- Once you arrive at the Museum [find your lettered space on the map below](#). Unload your supplies and IMMEDIATELY MOVE YOUR CAR to the [designated parking spaces](#).
- Label: The Presidio will provide an 8.5" x 11" label for your Ofrenda using the information provided on your registration form.
- Size: The Ofrenda may not exceed 6 feet in width or 5 feet in depth. Altar height is limited to a maximum of 8 feet.
- Electricity will be provided – bring a 14 gauge 25 to 50 foot grounded extension cord with you to connect. We allot 5amps of 110v power per altar.
- Stand Alone: Ofrendas should be stand-alone structures. Participants must bring their own tables, temporary walls and display structures (boxes, shelves, tablecloths, etc.). The Ofrendas will back up against a wooden door or cement wall.
- Drilling, nailing, or tacking into the walls is prohibited. Command 3M Damage-free hooks may be used on the walls to hang lightweight items, fabric or twinkle lights.
- Lighting: Flammables (wax/wick candles) are prohibited, however, you may use battery-operated candles or tea-lights. Wax candles are permitted, but cannot be lit.

- No Sales Please: We wish to maintain a sense of reverence and memoriam for the deceased honored in the Ofrenda display. This is not a vending booth. Sales are not allowed.
- Security: Do not leave valuable items or original photographs on your Ofrenda. Leave prints of photos rather than originals. A Presidio Volunteer will be stationed in the Museum during open hours. You may station an attendant with your Ofrenda during the event if you so choose. At closing time, the Volunteer will usher remaining visitors out, then close and lock the doors.
- Please be respectful of the altar space by bringing a trash bag to clean your space. Please do not leave a trace of trash.

Please sign:

I \_\_\_\_\_ have read and understand the instructions on this page for *Dia de los Muertos* Exhibition 2018.

We want to thank you for your participation with this amazing event. We look forward to working with you. If you have any questions please contact Rachel or Monica. Thank you.

