ALTAR SIGN UP FORM

**2020 Día de los Muertos Celebration**

**Altar Set Up:** October 26 to October 28, 2020, from 9:00 a.m. to 5:00 p.m.;

 By appointment Only.

**Altar Tear Down:** November 9 to November 11, 2020, from 9:00 a.m. to 5:00 p.m.

 By appointment Only.

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

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

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

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Date and Time for Altar set up: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Date and Time for Altar tear down: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who is the Altar in honor of?

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Please give a basic description of your Altar.

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Materials that will be used.

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

Please email, mail or deliver the above form, along with the signed Waiver to:

**Kate Avalos** at the Tucson Presidio Trust for Historic Preservation, 196 N. Court Avenue, Tucson, Arizona 85701,

katea@tucsonpresidio.com (email).

After your paperwork is submitted you will receive confirmation of the date and time to set up and tear down your altar.

**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.

Interpretive Programs and Volunteer Manager

Kate Avalos, (520) 275-0781, katea@tucsonpresidio.com

196 N. Court Avenue

Tucson, Arizona 85701 (520) 622-0594

**CALENDAR:**

 ***Sunday, October 25, 2020: Deadline* to Register** – form must be received by 4:00 p.m. by email, mail or in-person at the Presidio San Agustin del Tucson Museum.

* October 26-28, 2020, 9:00 am to 5:00 pm: Install altars in the Territorial Patio or zaguan , 196 N. Court Avenue, Tucson.
* October 29 to November 8, 2020, 10:00 a.m. to 4:00 p.m.: Altars open to visitors.
* November 9-11, 2020, 9:00 am to 5:00 pm: Pack up and remove altar items from the Presidio Museum.

There are 3 steps to reserve one of the Altar Sites:

* Fill out altar sign up form.
* Fill out agreement and waiver form. Sign or type name if emailed, and include it with your altar sign up form.
* Email, mail or deliver forms to Kate Avalos at the Tucson Presidio Trust for Historic Preservation, 196 N. Court Avenue, Tucson, Arizona 85701, katea@tucsonpresidio.com

**Detailed Directions – Please note changes in response to COVID-19, read and sign.**

Once we receive your application form and a signed copy of the waiver, we will contact you with instructions and confirmation of date and times for set up and tear down. Cancellations must be made 72 hours in advance of the event. In case of sudden illness **ONLY**, cancellations can be made up to the day of set up.

* Due to COVID-19 precautions your party, along with Kate Avalos, will be the only ones in the museum while you set up and tear down your altar. The museum will be closed to the public so Kate Avalos will meet you at the appointed time. Please wear a face mask at all times and if you or anyone in your party is feeling sick please reschedule or cancel.
* For free parking, park in the alley way next to the gift shop, off of Court Ave. Street parking is paid metered. If you need to contact Kate Avalos for set up or tear down, please call (520) 275-0781.
* 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 or poster plaster 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 or irreplaceable items or original photographs on your Ofrenda. Leave prints of photos rather than originals. When available, a Presidio Volunteer will be stationed in the Museum during open hours. At closing time, staff will usher remaining visitors out, lock up the grounds, and set the security alarm. The Presidio Museum is not accountable for lost or stolen items.
* Please be respectful of the altar space by bringing a trash bag to clean your space. Please do not leave a trace of trash. When bringing items to/from the Presidio Museum for set up or take down, you are responsible for disinfecting such items. The Presidio Museum will provide you with disinfectant wipes.

Please sign:

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understand the instructions on this page for Día de los Muertos Exhibition 2020.

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 Kate.

Thank you

**Presidio Museum COVID-19 Policies and Procedures**

The Tucson Presidio Trust (Presidio Museum) will be following recommended CDC and Pima County guidelines to protect staff, participants and visitors to the absolute best of our ability.

**Operating Hours Guidelines**

Entrance area and gift shop: The Presidio Museum will limit one person to stand at the register and no more than two additional people in the gift shop at any one time.  Tape marks outside will indicate where visitors may stand as they wait to enter.

Hand-sanitizing: Visitors will be offered hand-sanitizer as they enter the Museum and at stations around the grounds.

Social distancing during regular hours and evening events: Visitors will be asked to stay 6 ft apart while in the outdoor area of the Museum which is the size of a City block. Capacity will be set at 20% of normal fire capacity, or no more than 50 people in the outdoor area.

Masks: Staff will be wearing masks at all times. Visitors are also required to wear masks.

Facility: The Museum will sanitize all surfaces in the entrance area as well as tables and chairs throughout each day.

Please be aware that while the Museum will make every effort to practice safety related to the Covid-19 pandemic, we cannot guarantee or accept liability related to its transmission.