 ALTAR SIGN UP FORM

 **2022 Día de los Muertos Celebration**

 **October 26 – November 6, 2022**

**Altar Set Up:** October 20 from 10:00 a.m. - 4:00 p.m.

 October 21 from 10:00 a.m. - 4:00 p.m.

 October 22 from 10:00 a.m. – 4:00 p.m.

 October 23 from 10:00 a.m. – 4:00 p.m.

 **Altar Tear Down:** November 8 to November 10 from 10:00 a.m. to 4:00 p.m.

Group and/or Family Name:

Contact Name:

Address:

Phone:

Email:

Preferred Date and Time for Altar set up: ­­­­­­­­­­­­­­­­­­­­­­

Preferred Date and Time for Altar tear down:

Who is the Altar honoring? (Altars can only honor the deceased)

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 Presidio Museum, 196 N. Court Avenue, Tucson, Arizona 85701. Please feel free to contact me with any questions at katea@tucsonpresidio.com or 520-275-0781.

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!

**CALENDAR:**

***Sunday, October 16, 2022: 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 20–23, 2022, 10:00 am to 4:00 pm: Install altars in the Territorial Patio or exhibit rooms, 196 N. Court Avenue, Tucson.
* October 26 to November 6, 2022, 10:00 a.m. to 4:00 p.m.: Altars open to visitors.
* November 8-10, 2022, 10:00 am to 4:00 pm: Pack up and remove altar items from the Presidio Museum.

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 or COVID-19, cancellations can be made up to the day of set up.

* The Presidio Museum alley is no longer available for parking but can be used for foot traffic unloading/loading. Your party will have to park on the street and use the gift shop entrance or alley gate for unloading/loading.
* Street parking is paid metered Monday – Friday and FREE Saturday and Sunday. After unloading you may move your car to the El Presidio Garage (entrance is on Alameda) or the YMCA garage (on the corner of Church and Alameda) for free parking; bring your ticket for museum validation. If you need to contact Kate Avalos for set up or tear down, please text or call 520-275-0781.
* Label: If requested, the Presidio Museum 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.
* 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, cement wall, or adobe brick 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.
* Ofrendas must be in honor of the deceased, no living persons/pets can be on them. They must be in honor of real people, not fictional characters.
* 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 or type name:

I have read and understand the instructions on this page for Día de los Muertos Exhibition 2022.

We want to thank you for your participation with this amazing event. We look forward to working with you!

Thank you!

Kate Avalos

Presidio Museum

Living History and Cultural Events Manager

Katea@tucsonpresidio.com

520-275-0781 (texting appreciated)