



OFRENDA (ALTAR) SIGN UP FORM AND WAIVER

2024 Día de los Muertos Ofrenda Exhibition

October 19 – November 3, 2024

Set Up: October 15 to October 18 from 10:00 a.m. - 4:00 p.m.
Tear Down: November 4 to November 6 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 set up:

Preferred Date and Time for tear down:

Who is the Ofrenda (altar) honoring? (They can only honor the deceased)

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

Exhibition runs October 19 – November 23, 2024 during museum business hours

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.

Ofrendas (altars) must be in honor of the deceased, no living persons can be on them. They must be in honor of real people, not fictional characters.

Once we receive your signed form and waiver, we will contact you with instructions and confirmation of the date and times for set up and tear down. Participation in the exhibition is FREE. Cancellations must be made 48 hours in advance of the event.

- **Parking/unloading/loading:** Street parking is paid metered Monday - Friday and FREE Saturday and Sunday. There is a loading zone across Court Ave by Jojo's Restaurant kitchen door. The Presidio Museum gated alley can be used for unloading but not parking. 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 4 feet in depth. The 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.
- **Wind:** Some of the ofrendas will be outdoors, under cover by a porch or roof, but please weigh items down or tape them down due to wind.
- **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.**

Waiver and Signatures

I understand the responsibilities associated with creating an ofrenda (altar) at the 2024 Día de los Muertos (Day of the Dead) celebration at the Presidio San Agustin del Tucson Museum.

I/We agree to release and hold harmless the Presidio San Agustin del Tucson Museum, any of its employees, volunteers, artist or agents, outside contractors, or location where this exhibit is held, from any loss, damage or injury resulting from participating in the above entry in this event. We are aware that our group/business is responsible for any damages or missing items that we provide or bring onto the site.

This release is granted on my behalf and on behalf of any minors participating in the event for which I am the legal guardian or caretaker. The Presidio San Agustin del Tucson Museum reserves the right to reassign exhibit space so as to ensure the safety and/or convenience of the celebration participants. The Presidio San Agustin del Tucson Museum reserves the right to exclude any company from participation.

Please sign or type name:

I _____ have read and understand the instructions and waiver for the 2024 Día de los Muertos Exhibition.

Please sign or type name if we can use photos of your ofrenda for marketing and social media:

I _____ give the Presidio Museum permission to use photos of my ofrenda for the 2024 Día de los Muertos Ofrenda Exhibition marketing and social media.

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

Director of Interpretive Programming

Katea@tucsonpresidio.com

520-275-0781 (texting appreciated)