

Sand City West End Celebration 2017

Request for Qualifications

Non-Profits

PURPOSE:

The City of Sand City (the “City”) requests the submission of qualifications from Non-Profits to participate in the West End Celebration in Sand City on Saturday, August 26, 2017 and Sunday, August 27, 2017 (the “Event”). The Event will include the exhibition of art, live music, live performances and food and beverages. The Event will be located in the West End of the City. Ortiz Avenue and other streets will be closed to provide an area for Exhibitors and food and beverage vendors. The Event will also include open studio tours and wine tasting in the City. The Non-Profit spaces will be 10’ x 10’ in size and will be designated with the name of each Non-Profit. The City does not supply tents, tables, electricity or running water. The \$100.00 registration fee will be waived for accepted Non-Profit organizations. Sand City business license is not required by Non-Profit organizations.

REQUIREMENTS:

Each Non-Profit is responsible for and agrees to the following:

- The event will be held on Saturday, August 26, 2017 from 11:00 am to 6:00 pm and from 11:00 am to 5:00 pm on Sunday, August 27, 2017 from 12:00 am to 5:00 pm rain or shine. Your display area must be set up by 10:00 am.
- Each Non-Profit Exhibit is responsible for personnel/booth attendants and both the set up, tear down and cleaning of a 10’ x 10’ display space. Your display space must be broken down no earlier than 6:00 pm on Saturday and 5:00 pm on Sunday and no later than 7:00 pm day of the Event.
- A minimum of 48 hours notice to the City is requested for cancellations.
- The Non-Profit Exhibit must confine the exhibit to the display area designated by the City.

SUBMISSIONS:

Please provide information on your organization and submit photographs or other graphic descriptions of the type of material you wish to display at the Event to the City no later than July 15, 2017, together with your contact information. The City is not responsible for any costs incurred by the exhibitor. The City reserves the right to select Exhibitors based on evaluation of submitted qualifications and references. The City also reserves the right to reject any submissions as non-responsive, incomplete, unsatisfactory or inappropriate.

2017 West End Event

Submission of Qualifications



Non-Profit Information
NAME:
ADDRESS:
PHONE:
FAX:
E-MAIL:
DESCRIPTION/MISSION STATEMENT OF ORGANIZATION
WEBSITE:

Please complete and return this submission information to Sand City City Hall, 1 Sylvan Park, Sand City 93955 Attn: Stephen L. Vagnini. Exhibitors will be contacted upon acceptance to participate.