




# Care Fair Tempe

## 2020 BOOTH PARTICIPANT INFORMATION



In partnership with  Tempe  
Healthy. Connected. Thriving.

Tempe Human Services Day  
Saturday, March 21

### Be a part of Care Fair Tempe.

Local nonprofits and human services providers are invited to host an information booth or on-site service at the third annual **Care Fair Tempe**. Tempe Community Council and the City of Tempe have partnered to celebrate Tempe Human Services Day. As part of this day, there will be two beneficial events.

Care Fair Tempe will provide the Tempe community a one-stop place to **obtain information about resources and services available** to those who may need them and offer an opportunity to connect with local nonprofits about **volunteering and simple ways to give help**.

The City's **Tempe Human Services Department** will feature presentations from experts in the area of social services and related topics. This added event is expected to increase public attendance.

At the Care Fair, over 50 information booths will be filled with organizations such as yours who offer programs and services for areas including food resources, youth and family needs, financial stability, senior and aging care, health care, prevention, dementia, substance abuse, safety, disability assistance, housing, transportation and more.

We invite your organization to highlight the programs and resources you offer Tempe residents as well as share information to potential volunteers on how they could assist your organization.

All booth applications will be reviewed and selected based on space availability and ensuring a variety of services are represented.

Attached is an application, expectations and details for booth participants.

### Tempe Community Council appreciates your interest and support of this event.

**Questions?** Contact [cindy\\_kominska@tempe.gov](mailto:cindy_kominska@tempe.gov) or 480.858.2310

#### Event Date

**Saturday, March 21, 2020**

**9:00am-Noon**

Tempe Community Complex  
3500 S. Rural Road, Tempe (SW Corner of Rural & Southern)

#### Event Info

The event is FREE and will feature information booths from City of Tempe departments and local nonprofits providing human services and programs to Tempe residents. In addition to info booths, there will be live entertainment, kid's fun zone, on-site services, food vendors, giveaways and more.

All service providers are asked to make their booth engaging and interactive through such ways as handouts, promo items, visuals, etc. In addition, the event will promote "giving opportunities" spread around the event where attendees can take one or more giving tags offering simple ways individuals can help through in-kind type donations or volunteering to agencies helping in Tempe.

Last year, over 350 attended Care Fair Tempe and even more are expected this year.

Marketing of the event will take place through TCC and City of Tempe media outlets, schools, neighborhoods, business, posters, flyers, digital and social media, street banner at event site, and more.

## Cost

To secure your commitment, a required deposit of \$45 is due with the application. The deposit will be refunded/returned upon full participation or we are unable to provide a booth due to space availability.

## Participant Booth Specifics

1. Each organization will be provided a 10 x 10 covered booth (if not in a shaded area), one 8' table, two chairs and a small banner with your organization's name. If additional space is needed, please note on application.
2. Booths will be in the outdoor courtyard of the Tempe Community Complex or in a nearby location.
3. Event set-up begins at 7:30 am and must be completed no later than 8:30 am.
4. No breakdown of booths before 12:00 pm (Noon).
5. Event is rain or shine.
6. Electricity is not available; however limited sources may be available for food vendors and possible on-site services (upon request).
7. New this year, organizations are required to provide a certificate of insurance naming the City of Tempe and Tempe Community Council as "Additional Insured" and any applicable permits (if providing an on-site service or food vendor).
8. Parking is designated and free.
9. Participants must keep areas clean, not block walkways and remove trash at end of event. Event trash receptacles are not for booth/vendor trash.
10. Participants are asked to be confined to their assigned booth space. Please do not park in or utilize other participant spaces while unloading.
11. No items can be sold (possible exceptions will be considered).
12. No alcoholic beverages are permitted.
13. Recyclable materials are strongly encouraged. Due to City of Tempe's special event trash requirements, styrofoam is not permitted for distribution nor can be disposed of in event trash receptacles.
14. Use of any audio equipment must be pre-approved.
15. A deposit of \$45 is required. Deposits will be refunded only if participation is fulfilled or we are unable to fulfill request due to space limitations.
16. Spaces are not guaranteed as booth space is limited. Your location is decided by the Committee and selected agencies will be notified by March 13.
17. **Booth participants are asked to provide the following at their booth:**
  - Takeaway materials on services you offer and how to contact your organization.
  - Information for volunteer opportunities or in-kind donations that could benefit your organization.
  - List of 1 to 5 items, along with contact/organization info which will be added to a giving opportunity tag for attendees to take home and fulfill. Be specific on the type of volunteer work needed and in-kind donation items (no cash donations are to be requested).
  - Free giveaways for event attendees are encouraged.
  - Free service or interactive activity is also encouraged to engage attendees.
  - Consider needs of those with special needs (language and disabilities). Booth/services need to be wheelchair accessible.

### Disclaimer:

- Tempe Community Council is not responsible for theft or damage of vendor's display or property. Vendors are responsible for their own space and agree to provide payment for any damage caused by unloading, loading and operations during Care Fair Tempe.
- Tempe Community Council or the City of Tempe is not liable for any damage to your equipment, merchandise, yourself or your family, friends, employees or volunteers working at your booth.

### Tempe Community Council Reserves the Right to:

- Reassign/change a space if necessary. Spaces are not transferrable to other organizations or causes.
- Deny a space without a refund to any vendor/participant in violation of any rule.
- Prohibit display of certain products/distribution of materials based on its acceptability to the general public.
- Eject vendors/visitors from the event grounds where there is cause.

### Help Make the Event a Success

All organizations are asked to maximize your exposure and the event by promoting your appearance through your social media networks, on your website, and any newsletter/mailings to your constituents. Promote your appearance multiple times leading up to the event and share our posts, too!

[Facebook](#)

@tempecommunitycouncil

[Twitter](#)

@tempecommunity

Use Hashtags:

#CareFairTempe, #TempeHumanServicesDay, #Tempe

Please include a link to:

[Tempe Human Services Day](http://www.TempeHumanServicesDay.org) (www.TempeHumanServicesDay.org)

### Registration

**Applications are being received until March 6** – space is limited. Confirmation of booth participation will be provided by March 13. To participate, please complete and mail, email or fax the attached application and required documents along with your deposit by the application deadline.



## 2020 BOOTH PARTICIPANT APPLICATION

Organization \_\_\_\_\_

Booth Name \_\_\_\_\_

Address \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Public Relations Contact \_\_\_\_\_

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

### APPLICATION CHECKLIST

Sign and complete the application along with following items:

- \$45 deposit: \_\_\_ Enclosed \_\_\_ Purchased by Credit Card Online (check one)
- Signed waiver/media release
- Certificate of Insurance naming City of Tempe and Tempe Community Council as additional insured
- Care Fair Booth Questionnaire
- Giving Tag form (optional)

### DEPOSIT

Deposit checks to be made payable to *Tempe Community Council*. Credit card deposits can be made online at [www.TempeCommunityCouncil.org/Care-Fair](http://www.TempeCommunityCouncil.org/Care-Fair).

Return application, deposit and forms by mail, email or fax:

Tempe Community Council  
34 E. 7th Street  
Tempe, AZ 85281

cindy\_kominska@tempe.gov  
480.858.2319 (fax)  
480.858.2300 (office)

**Deadline for applications: March 6, 2020**

### SET UP TIME & BOOTH NEEDS

Booths can be set up as early as 7:30 am and must be ready for sales no later than 8:30 am. Booths must stay open until 12:00 pm/Noon.

- I will need:  10 x 10 booth  8-foot Table  Two Chairs  Electricity Outlet (if available)
- I have services that require larger or alternative space option  
The space I need is and why \_\_\_\_\_
- Other \_\_\_\_\_

*I have read and understand the booth participant/vendor information provided:*

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

## Booth Questionnaire

Organization Name \_\_\_\_\_

*Please complete the information below and return with your application.*

Describe the target client and services of your organization (e.g., seniors with in-home services). This description may be used in an information packet provided to event attendees.

Please describe your booth set-up and materials you will be distributing or displaying. Will any of your materials be provided in Spanish or any other language?

Briefly describe what your booth may involve for the attendee. Will you be providing any giveaway or have an interactive or engaging activity available to visitors? If so, please describe.

If you have any service you may be able to provide that day, please describe what that may be. Is there anything attendees need to bring to participate?

What will be available for the attendee who may be seeking info on your services as well as who would like to volunteer (if applicable)?

Does your booth require any special requests? If so, please describe.

## GIVING OPPORTUNITY TAGS (optional)

*Sometimes we need help, sometimes we give help, and sometimes we do both.*

Giving opportunity tags are for attendees who want to learn about simple ways they can help your organization and their neighbors. The tags will be printed and placed throughout the event for attendees to grab and take home to fulfill.

**INSTRUCTIONS**

**Boxes to left** - please describe any items that your organization could use as an in-kind donation and where they can deliver it to (one item or type of items per box).

**Box on the right**, add your organization name and contact info to drop off donated item/s. Feel free to add or email us your logo. If your giving tag asks for a volunteer and you have a specific need/skill for the volunteer, please provide detail (i.e., volunteer - washing windows, volunteer - 2 hours each week in thrift shop, etc.). Please do not request cash donations on the tags.




## Organization/Vendor Waiver & Media Release

Please read & complete, then sign, make a copy for yourself and mail with application and related items:

**WAVIER:** *I assume all risks associated with participating in Care Fair Tempe including but not limited to merchandise being damaged, broken or stolen; inclement weather and all such risks being known and appreciated by me or my organization. I have read this waiver, and knowing these facts and in consideration of my entry being accepted, I, for myself and anyone entitled to act on my behalf, waive and release Tempe Community Council, City of Tempe and all event partners and sponsors, their representative and successors, from all liabilities of any kind arising out of my participation in the event, even though the liability may arise out of carelessness on the part of the person named in this waiver.*

**MEDIA RELEASE:** *I grant permission to all the foregoing to use any photography, videography or other record of this event for any legitimate purpose.*

*By signing below, I agree that I have read this wavier, media release and all rules and regulations, and understand the conditions of the application.*

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Print Name	Signature	Date
Authorized Representative		

Register by March 6, 2020, by mailing or delivering a copy of this completed application, waiver/media release and deposit to:

**Tempe Community Council**  
34 E. 7<sup>th</sup> Street  
Tempe, AZ 85281  
480.858.2300 • 480.858.2319 (fax) • [cindy\\_kominska@tempe.gov](mailto:cindy_kominska@tempe.gov)  
[www.tempecommunitycouncil.org/care-fair](http://www.tempecommunitycouncil.org/care-fair)

*Please keep a copy of all documents for your records.*