



# Care Fair Tempe

## 2026 BOOTH PARTICIPANT INFORMATION



In partnership with  **Tempe**

Saturday, March 28, 2026

**Be a part of Care Fair Tempe and be a part of our mission to “connect those in need with those who care.”**

Local nonprofits and human services providers are invited to host an information booth or on-site service at the **8th annual Care Fair Tempe**.

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 connect with local nonprofits about **volunteer opportunities and simple ways to give help**.

At Care Fair, 70+ 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, addiction, 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 eligibility, 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 [glorianna\\_sauer@tempe.gov](mailto:glorianna_sauer@tempe.gov) or 480.858.2301

### Event Date

**Saturday, March 28, 2026**

**9:00am-Noon**

Tempe Community Complex – Solar Covered Parking Lot off Southern Ave.  
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, kids' 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.

In 2025, over 500 community members attended Care Fair Tempe. Event marketing 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. Your media sharing is appreciated, too.

Tempe Community Council values the diversity, inclusion and equitability of its workforce, volunteers and those served through our events, programs, and services as well as services provided by any agency funded by TCC. TCC does not discriminate based on race, religion, color, sex, age, national origin, sexual orientation, or disability. Booth participants are asked to be inclusive of all attendees and take into consideration any anticipated accommodations or assistance. Reasonable accommodations or requests for disability or language assistance at Care Fair Tempe can be requested with at least one-week advance notice by calling TCC at 480.858.2300.

## 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 if we are unable to provide a booth due to space availability.

## Participant Booth Specifics

1. Each organization will be provided a 10' x 10' space (unless otherwise notified) AND one 6' or 8' table, and two chairs. If additional space is needed, please note on application. Special requests will be considered based on available resources.
2. Booth spaces will mostly be under the solar-covered parking area off Southern Avenue. Some booth spaces may have/need a pop-up canopy if located in a full-sun area. If you have a pop-up canopy that could be utilized, please list on your application and we will advise if it is needed.
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 accommodated for food vendors and possible on-site services (upon request).
7. Organizations are required to provide a certificate of insurance for general liability and Workers' Compensation 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 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 and do not block walkways. 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 monetary donations or sale of raffle type drawings can be requested at the event.
13. No alcoholic beverages are permitted.
14. Recyclable materials are strongly encouraged for such use as service ware, uncoated paper products, drink containers, etc. Recycling trash receptacles will be available at the event.
15. Use of any audio equipment must be pre-approved.
16. Spaces are not guaranteed as booth space is limited. Your location is decided by the Event Committee and selected agencies will be notified by March 10.

**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.
- In-Kind Support for Your Agency (optional) - See attached form to provide a list of 1-5 items your agency may want donated, along with contact/organization info which will be combined with other agencies and be distributed to event attendees. If your need is volunteer work, be specific on the type of volunteer work needed along with the preferred type of 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 transferable 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  
[Instagram](#) @tempecommunitycouncil

Please include a link to:

<http://www.tempecommunitycouncil.org/care-fair>.

#### **Registration**

**Applications are being received until February 28** – space is limited. Confirmation of booth participation will be provided by March 10. To participate, please complete and mail or email the attached application and required documents along with your deposit by the application deadline.



# 2026 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)
- Certificate of Insurance** naming City of Tempe and Tempe Community Council as additional insured
- Signed waiver/media release
- Care Fair Booth Questionnaire
- In-kind donation suggestions for your organization (optional)

## DEPOSIT

Deposit checks to be made payable to *Tempe Community Council*. Credit card deposits can be made online at [TempeCommunityCouncil.org/Care-Fair](http://TempeCommunityCouncil.org/Care-Fair). Or directly through this [Booth Deposit](#) link or scan QR code below.



## Online Booth Deposit

**Deadline for applications: February 28, 2026**

## SET UP TIME & BOOTH NEEDS

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

I will need:

- One 6'-8' Table  Two Chairs (Minimum provided for event)
- I have my own pop-up canopy I can bring
- I have my own table and chairs: (Cannot exceed 10' x 10')
- I have services that require larger or alternative space option  
The space I need is and why \_\_\_\_\_
- Other Needs \_\_\_\_\_

*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 direct service (i.e., blood pressure check, screening, etc.) 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 INFO (optional)

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

A giving opportunity page will be provided for attendees who want to learn about simple ways they can help your organization and their neighbors. The giving page will be printed and provided to attendees to take home.

### 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:

**WAIVER:** *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 waiver, media release and all rules and regulations, and understand the conditions of the application.*

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Print Name  
Authorized Representative

Signature

Date

Register by February 28, 2026, by mailing or delivering a copy of this completed application, waiver/media release and deposit to:

**Tempe Community Council**  
117 E. 5<sup>th</sup> Street, Suite 200  
Tempe, AZ 85281  
480.858.2300 • [glorianna\\_sauer@tempe.gov](mailto:glorianna_sauer@tempe.gov)  
[tempecommunitycouncil.org/care-fair](http://tempecommunitycouncil.org/care-fair)

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