



**2019 CommUNITY Day/El Dia de la Gente  
Saturday May 11th, 2019  
10:00 a.m. – 3:00 p.m. Booths  
12:00-8:00 p.m. Entertainment  
ORGANIZATION PARTICIPATION GUIDELINES**

1. **Only non-profit or government organizations can participate in the booth space area around the Plaza.**
2. **Only COMMERCIALY LICENSED food businesses will be allowed to sell food in the Food Booth Area.**
3. **Set-up time can begin at 8:30 a.m. Vehicles need to be off the plaza by 9:30 a.m.**
4. **A 10 foot by 10 foot space will be assigned to participating organizations.**
5. **Organizations will be allowed to drive in and drop off tables and supplies between 8:30 am and 9:15 a.m. Tear down will be between 2:00 p.m. to 3:00 p.m.; organizations will need to carry out tables and supplies – NO VEHICLES WILL BE ALLOWED AS ROAD CLOSURES ARE IN PLACE AND THIS IS A PUBLIC SAFETY ISSUE.**
6. **Organization activities and literature distribution is limited to assigned areas only.**
7. **NO SALES** of any type of product, services or memberships are allowed.
8. **NO FUNDRAISING** will be allowed.
9. **Distribution of organizational programs and services, recruitment information and sign up forms will be allowed. Voter registration will be allowed.**
10. **Distribution of organizational marketing "FREEBIES" are highly encouraged!**
11. **The organizational participation form, (2019 Application) must be completed and submitted on or before Friday, May 3rd by 12:00 pm.**
  - **MAILING ADDRESS: City of Santa Fe Parks and Recreations Department  
Attn: Carlos Sanchez  
1142 Siler Rd., Bldg. C  
Santa Fe, NM 87504**
  - **EMAIL: cmsanchez@ci.santa-fe.nm.us**

**There is limited space with electricity; all booths will be given these spots on a first come first served basis.**

**Participants will be responsible for bringing their own tables, chairs and booth set-up!**

**There is no charge to participate in this event  
Please call Carlos Sanchez at 955-2146 for more information**