

**Sand City West End Celebration 2012
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 25, 2012 and Sunday, August 26, 2012 (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 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’x10’ 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.

REQUIREMENTS:

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

- The event will be held on Saturday, August 25, 2012 from 11:00 am to 5:00 pm and on Sunday, August 26, 2012 from 12:00 pm 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 the set up, tear down and cleaning of a 10’x10’ display space. Your display space must be broken down no earlier than 5:00 pm 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 22, 2012, 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.

2012 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, CA 93955 Attn: Stephen L. Vagnini. Please do not submit registration fees. Exhibitors will be contacted upon acceptance to participate.