

19th Annual

The Altar Show: Renewal & Remembrance

October 28 - November 5, 2017

The Altar Show ~ PO Box 2572, Grass Valley, CA 95945 ~ (530) 274-8283 ~ thealtarshowofnevadacounty@gmail.com

Mission Statement: The Altar Show: Renewal & Remembrance is a community based non-profit organization that provides a free annual exhibition. Originally inspired by Dias de los Muertos, the show involves and educates the community while providing a safe place to renew and remember in a respectful and safe space.

Entry Form ~ 2017

Welcome Altaristas! We are so excited to have your participation this year.

Contact Information

Contact name:
Name as it will appear in the catalog:
Mailing address:
City, State, Zip:
Phone (for contacting during show): Day - _____ Evening - _____
E-mail: _____

PARTICIPATING ALTARISTA CHECKLIST - TO BE COMPLETED BY OCTOBER

- Submit this **ENTRY FORM** (mail early or bring to orientation)
- Attend an **ORIENTATION** held at the Nevada Co. Fairgrounds, Northern Mines Building
Tuesday, September 26th at 6:30 pm OR Tuesday, October 3rd at 6:30 pm. There you will:
- Select **SPACE**. Please choose one:
 - \$40... 4'x4'
 - \$50... 6'x6'
 - \$75... 10'x10' approximately
 - Non-standard space - \$_____ ... ____'x____' (Make arrangements with the Board member)
- Sign-up for 2 three-hour docent shifts; **AND**, Sign-up for a job during the show
- Provide Catalog Submission (**due by October 10**)
- Pay fee at Orientation or by mail before Orientation

PAYMENT: \$ _____ Space Fee; \$ _____ Donation; \$ _____ Total Due; \$ _____ Amount Rec'd. Check or money order payable to: "The Altar Show". **Donations** are gratefully accepted as the show is self-supporting. Donors are recognized in the program and community altar. Please choose one: I wish to be an anonymous donor; or I wish to be recognized. I would like my donation to be in honor of: _____

I have received, read and understand the additional information and schedule on the Calendar sheet.

Signature _____

Docent Shifts: 1) Date/Time _____ 2) Date/Time _____

Job Title: _____ Date/Time _____

2017 Calendar: The 19th Annual Altar Show

Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
Oct. 24 TAPING 6:00 pm	Oct. 25 Set-Up 10am- 9pm	Oct. 26 Set-Up 10am-9pm	Oct. 27 Set-Up 10 am- 9pm <u>OPENING</u> Ceremony 7pm	Oct. 28 Noon – 7 pm <u>SHOW</u> <u>OPENS</u>	Oct. 29 Noon – 7 pm <u>RECEPTIO</u> <u>N</u> 3 – 5 pm	Oct. 30 Noon – 7 pm
Oct. 31 Noon – 7 pm	Nov. 1 Noon – 7 pm	Nov. 2 Noon – 7 pm	Nov. 3 Noon – 7 pm	Nov. 4 Noon – 7pm <u>POTLUCK</u> 6:30pm	Nov. 5 Noon - 7pm <u>CLOSING</u> Ceremony 7pm <u>TAKE</u> <u>DOWN</u> Until 10pm	Nov. 6 TAKE <u>DOWN</u> 8am – 1pm

Altar Set-Up

- **Please keep your altar within the taped area of your assigned space.**
- Do NOT put any holes in the walls, floor or ceiling. You MAY lean a backboard (that will leave no marks) or use tacking gum to hang paper. Check with Set-Up Manager before hanging any items from designated beams and taping items to floor. We must be very careful of the mural.
- NO fire burning candles will be allowed. Electric lights or battery-operated candles ARE acceptable.
- Fabrics must be fire retardant, as explained during the orientation meetings.
- Please adhere to all common sense safety protocols (CSSP).

ELECTRICAL ITEMS

- Supply your own industrial watt power cord for electrical items.
- Cords must be taped down to the floor to avoid a tripping hazard.
- You may illuminate your altar, but please be mindful of over lighting as a little light goes a long way.
- Audio and video are allowed; however, headphone must be provided for any audio.

MAINTAINING YOUR ALTAR

- Electrical items will be turned on/off as noted on the docent list (see Set-Up Manager). Please make cords/switches easily accessible.
- You are responsible for additional maintenance of your altar; watering plants, changing burnt-out lights, replacing batteries, etc.
- Audio and Video may be on continuous loop or with written directions. Docents will not run electrical items.
- Please do not make plans to inhabit your altar space during the show.

DOCENTING

- The Docent Liaison will remind you of your shifts via phone prior to the date.
- If you are unable to make your obligated shifts, it is your responsibility to find a replacement docent.

VEHICLE ACCESS

- During installation and take-down you will be able to pull your vehicle up to the building by entering the parking lot at Gate 4 and driving into the fairgrounds at Gate 5.
- Spaces around the building are for loading and unloading ONLY. Please remove your vehicle to the parking lot after unloading.
- Absolutely NO parking on the grass or dirt. Park ONLY on pavement.
- For specific needs parking arrangements see a board member.

CATALOG SUBMISSION >>>> DUE BY OCTOBER 10

Email to: lin.schiffner@yahoo.com **or, Send to:** The Altar Show, PO Box 2572, Grass Valley, CA 95945

PLEASE INCLUDE YOUR NAME, ALTAR TITLE AND STATEMENT IN PARAGRAPH FORM OF 50 WORDS OR LESS. IT MUST BE LEGIBLE AND EXACTLY AS YOU WISH IT TO APPEAR IN THE CATALOG.