

SAN FERNANDO VALLEY MILE  
**DAY OF THE DEAD**  
FESTIVAL

Saturday, October 28, 2023

MacLay Ave. & 3rd Street

## ALTAR RESERVATION

Family Name \_\_\_\_\_ Person Responsible \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Display Description \_\_\_\_\_

Booth spaces are 10'x10'. **Chairs, tables and canopy not included.**

## ALTAR INFORMATION

**PLEASE MAKE SURE TO READ EACH SECTION AND INITIAL ON LEFT AS A SIGN OF CONFIRMATION.**

\_\_\_\_\_ **Event Date & Time**  
Saturday, October 28, 2023  
8:30am—5:00pm

\_\_\_\_\_ **Event Location:**  
Courthouse Parking  
1001 3rd St, San Fernando, CA 91340

\_\_\_\_\_ **Altar Early Check-in/Set-up**  
Early Check-in will be from **7pm—midnight** on Friday, October 27th. There will be a designated check-in table where staff may direct you towards your assigned space. You are welcome to stay overnight alongside your altar as a celebration of your loved ones (please have all sleeping materials removed by 7:00am). Please be set up by 8:00am on Saturday morning. There will be a security guard and staff on-site during these hours. *The City of San Fernando is not responsible for any damaged or stolen items.*

\_\_\_\_\_ **Altar Check-in/Set-up**  
Day of Check-in will be **Saturday, October 28 from 6:00am to 7:00am.** Upon arrival, check in at the designated check-in area. Staff will then direct you towards the altar space section (spaces are first come first serve). Please be set up by 8:00am on Saturday morning.

\_\_\_\_\_ **Additional Altar Information**  
The maximum size of space for altar is 10x10'.  
Set-up must be completed by 8:00am on day of the event.  
Weights must be used to weigh down canopy /altar. Staking to the ground is not permitted.  
You may use battery operated candles. No open flames allowed.  
You must provide all set-up items.

\_\_\_\_\_ I am required to include a **10x10' canopy, table and chairs** as part of my set-up.

\_\_\_\_\_ I will have my booth set up by 8:00am, Saturday, October 28. **I will not leave the event early.**

\_\_\_\_\_ I understand if I am not able to participate, I can **cancel 48 hours prior** to event day.

\_\_\_\_\_ I am responsible for my space clean-up and will leave my space clear of trash prior to my departure.

Signature of Person Responsible \_\_\_\_\_

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

Please complete and return application by email or to *City of San Fernando* Recreation Park, 208 Park Avenue San Fernando, 91340 by  
**Monday, October 16, 2023**

*For questions or concerns please contact Patty Garcia or Marisol Diaz at (818) 898-1290.*