



CULTURAL BOOTH/PERFORMER APPLICATION

DESCRIPTION

If you are interested in applying as a cultural booth exhibitor or performer during Calgary’s 2024 Canada Day celebrations, please read through, complete and submit all sections of this application by 4 p.m. on Monday, April 29th, 2024 to Coco Yuen (coco.yuen@calgary.ca).

Cultural booths and performances will take place at Fort Calgary and City Hall Municipal Plaza between 11 a.m. and 6 p.m. on Monday, July 1st, 2024.

Non-profit local cultural groups are invited to share their heritage and traditions through the booth or performance. The City’s Canada Day Team will select applicants based on capacity, relevance, and with the objective of ensuring variety in the public activations offered.

Note: Due to limited space, only one submission per group will be considered.

EVENT DETAILS

Activation Date: Monday July 1, 2024

OPTION #1: **Interactive and family-friendly activity booth at Fort Calgary (750 9th Ave SE)**

Event Time: 11 a.m. – 6 p.m.
Set up Time: 7 – 10:30 a.m. (Note: All vehicles must be off site by 10 a.m.)
Activation ready by: 10:30 a.m.
Dismantle Time: 6 – 7 p.m.

OPTION #2: **Performance or demonstration at Municipal Plaza (800 Macleod Trail SE)**

Performance Time: TBD by Canada Day Team between 11 a.m. – 3 p.m.
Arrival/Check in Time: 30 minutes before performance time
Change room & storage: Available



EXPECTATIONS FOR CULTURAL BOOTH EXHIBITORS AND PERFORMERS

Please read the following requirements carefully prior to completing and submitting the attached application:

- Groups must provide proof of liability insurance for their organization covering the organization in the amount of at least \$2 million listing The City of Calgary as an additional insured and have a 30-day cancellation policy. Please share any concerns with coco.yuen@calgary.ca.
- Base equipment provided and installed by the City to groups located at Fort Calgary: (1) 12’ x 15’ space & (1) 10’x10’ tent. Up to (2) 8’ x 2 ½’ tables & (8) chairs are also available upon request.
- Minimum performance area provided by the City to groups performing at Municipal Plaza: 40’x 60’.
- **Any additional needs must be agreed upon with the City and featured in the Participation Agreement signed by the Organization and City on confirmation of participation.** Organizations are otherwise responsible for providing all supplies (materials, décor, signage, water bottles for dancers, etc.) related to their activation. Exhibitors must be self-sufficient in their operations. No vehicles will be permitted anywhere at the Fort Calgary site between 10 a.m. – 6 p.m. for pedestrian safety reasons.
- A small honorarium will be provided to participating groups on July 1st for their contribution.

APPLICATION REQUIREMENTS & DEADLINE

Organizations must be local to Calgary, not-for-profit, and complete the below Canada Day 2024 Cultural Groups Application.

Applications are due **by 4:00 p.m. on Monday, April 29th, 2024**. A confirmation of receipt will be provided by reply email upon successful submission. Notification of application status will be emailed to the email addresses listed in the application by Friday, May 10th, 2024.

Email applications to Coco Yuen at coco.yuen@calgary.ca

CULTURAL GROUPS APPLICATION

Community Group/Organization Name:	
Mailing Address:	
Website:	
Instagram:	Facebook:
Primary Contact Day of Person:	Secondary Day of Contact person:
Cell: <input type="checkbox"/> <i>Open to text messages?</i>	Cell: <input type="checkbox"/> <i>Open to text messages?</i>
E-Mail:	E-Mail:



Which of the following are you interested in?

- Cultural Interactive Activity Booth at Fort Calgary
- Cultural Performance/Demonstration at Municipal Plaza

Please briefly describe the activity you plan to offer on Canada Day (250 words):

Please list ALL resources required for the activities proposed / describe or draw a basic sketch of the layout of your space or demonstration.

*(i.e. change room next to performance area, wifi, (3) 8' tables & (6) chairs, (3) tent walls installed to tent, etc.).
You may also include a link to photos or a video here.*

This personal information is collected and shared under the authority of the Freedom of Information and Protection of Privacy Act, Section 33 (c) for the purposes of selecting vendors for Canada Day and other special events operated by The City of Calgary. This information may be shared with volunteers on planning committees. Please direct questions regarding the collection of this information to the Canada Day Coordinator, Kristina Timms, at kristina.timms@calgary.ca.