

**Celebrate Youth Day at the Flagstaff Mall  
Application**

Group Name: \_\_\_\_\_

Name of Person Responsible: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_

***Event Date:***     **Saturday, January 25, 2014**

***Hours of Event:***   **10:00 a.m. to 9:00 p.m.**

***Set Up:***           **Saturday, January 25, 2014 8:00-9:45 a.m.**

***Tear Down:***       **Saturday, January 25, 2014 9:00 p.m.**

**Type of Area Desired:**

- Booth or Display
- Stage-located near the fireplace
- Action Area-located near JC Penney

**Stage/Action Area**

Length of Performance \_\_\_\_\_

Number of Performances \_\_\_\_\_

Performance Time Preference

- 10:00am-1:00pm
- 1:00pm-5:00pm
- 5:00pm-9:00pm

- Volume of performance music must be kept at an “easy listening/respectful” level.
- Due to fire and safety codes, the walkways around the stage must be clear at all times. This includes instrument cases and coats.
- Please note that the action area dimensions will be similar to last year. The area will be a wedge shape on the side of the play area at the mall in front of JCPenney. Part of this area has carpet. Call the CASA office (779-5361) if you need more information.
- In order for your action area or stage group to be included in advertising promotions, this application must be received by January 6, 2014.

**Booth/Display Table**

Each participant will be assigned one 8’x2.5’ table

Do you need more space? \_\_\_\_\_ How much? \_\_\_\_\_

Do you need Electricity? \_\_\_\_\_

Tables, chairs and table coverings will be provided by the Flagstaff Mall. Bring additional cover if a project will require protection of mall table covers.

Description of Activity: Provide a description of how you will participate.

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**The “Name of Responsible Person” listed on this form will receive confirmation of accepted application.**

### **Certificate of Insurance**

All participants/exhibitors must provide CASA with a certificate of insurance. The insurance must have an A or better rating and a financial rating of not less than “Class IX” in the current Best’s Key Rating Guide. The certificate’s Cancellation Box should have the following deleted: words “endeavor to” and “but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.”

The exhibitor shall, at its cost, and at all times, maintain Public Liability and Property Damage and Comprehensive General Liability insurance with a single limit of not less than \$2,000,000.00 per accident or occurrence, insurance against any and all liability with respect to or arising out of or in performance of the indemnity set forth above, shall be issued by an insurance company reasonably satisfactory to the owner and shall have Citizens Against Substance Abuse (CASA) as additional insured thereunder. Additional insured should be listed in the “special items” section of the policy. Your insurance agent should be able to help you with the insurance certificate and requirements. **CASA understands that many do not have a high liability policy. CASA will provide the umbrella policy for those who do not have the larger coverage. However, you will still be required to provide a certificate of insurance for the amount of liability insurance that you carry and CASA must be listed as additionally insured. See Attached.**

The Certificate of Insurance may be mailed or faxed to Citizens Against Substance Abuse.  
FAX 928-779-5422 or  
201 E. Birch Ave. Ste. 7  
Flagstaff, AZ 86001

***Your signature insures that you have read and agree to the above conditions and requirements.***

Exhibitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application and a Certificate of Insurance are due to CASA 201 E. Birch Ave. Ste 7, Flagstaff, AZ 86001 by January 6, 2013.**

For your convenience, you can give this page to your insurance agent.

We are including this extra page to make it easier on you and your agent. Your agent will know up front what we need so that we do not have to return your certificate of insurance to you for additions or corrections.

## **ATTENTION: INSURANCE REPRESENTATIVE:**

### **Required Coverage**

### **Minimum Limits**

Worker's Compensation

Statutory

Employer's Liability

\$500,000/\$500,000/\$500,000

Commercial General Liability

Each Occurrence

\$2,000,000

General Aggregate

\$2,000,000

Commercial Automobile Liability (combined single limit)

\$2,000,000

### **Endorsements and Certificate Notations**

The CGL and AL policies must include the following additional insured, by endorsement or evidence of broad form coverage. A notation on the certificate is not sufficient.

*the policy shall name as additional insured Citizens Against Substance Abuse.*

The cancellation clause on the Certificate of Insurance must evidence fifteen (15) days. The certificate cancellation clause must strike through "ENDEAVOR TO" and everything including and after "BUT FAILURE TO" must be deleted.

A waiver of subrogation *endorsement* in favor of the certificate holder and additional insured must be included. A notation on the certificate is not sufficient evidence.

Send certificate of insurance to:

Citizens Against Substance Abuse

201 E. Birch Ave. Ste.7

Flagstaff, AZ 86001

(928) 779-5361 FAX (928) 779-5422

Email: [director@flagcasa.org](mailto:director@flagcasa.org)

## Celebrate Youth Day January 25, 2014

### Exhibitor Standards

- Set up begins at 8:00 A.M. All tables and display areas **must be completed by 9:45 a.m. Unoccupied tables will be taken down by 9:45 a.m.**
- All tables and display areas **must** be manned at all times throughout the day until 9:00 p.m.
- Break down begins at 9:00 p.m. You may not begin breaking down until 9:00 p.m.
- All trash must be removed and placed in the trash compactors located outside the service entrances.
- Do not eat at your table or display area. Please use the food court for meals.
- All signs must be professionally produced (no hand-written signs are allowed).
- You may bring supplies through the main entrance if you are carrying a box. If you are using equipment such as a hand truck or cart, you must use the service bay one between the food court and Dillard's. The doors will be open. You may call security if you need help at 526-4831. Do not prop doors open as this may cause damage to the doors.
- Tables **CAN NOT** be moved and participants **CAN NOT** re-locate their table or display area. Mall personnel have the final word on all issues.
- All exhibitors / participants are expected to cooperate with any and all requests made by mall personnel. Remember, we are not paying for this opportunity to advertise our services or activities. WE are very fortunate that the Flagstaff Mall staff believes strongly in our efforts to support the youth of the community.
- All boxes, coats, sweaters, and jackets must be stored under the table
- **Absolutely NO Sales of any kind, this includes no raffle tickets and no fundraising!**
- Balloons and helium will not be permitted, there will be no exceptions to this rule.
- The representative of each participant /exhibitor is responsible for informing their volunteers or representatives of the above mentioned rules.

Please familiarize yourself and your staff and volunteers with this information. We look forward to a wonderful and exciting day. Please contact the CASA office if you have any questions at 779-5361.