

## Display Tables Plan and Guidelines for 2024 Dia de los Muertos

- Dia de los Muertos exhibition is Tuesday, Oct. 15 - Saturday, Nov. 9, 2024.
- A minimum donation for each “Exhibit Space Reservation” has been established.
- Twenty (20) 8’ x 30” tables will be allocated for one display per table. The minimum donation for an entire 8’ table will be \$50 per table.
- Four (4) 8’ x 30” tables will be allocated for 2 displays per table (each display being allocated 4’ width). The minimum donation for a ½ table (4’ wide display space) will be \$20.
- Total number of altars displays to be 20 (8’ wide) + 8 (4’ wide) = 28 total.
- Each “Exhibit Space Reservation Form” can be completed online at <http://slheritage.org> under Hispanic Heritage section. Donation payment must be made with the completed online form.
- A completed reservation form can also be mailed to Ramon Gomez, 1819 Sabine Lane, Richmond, Texas, 77406. Reservation forms completed and mailed in require a minimum donation with the check made out to “Sugar Land Heritage Foundation”.
- The first twenty (20) completed Exhibit Space Reservation Forms (along with donation) requesting an 8’ table will have priority for these tables.
- The first eight (8) completed Exhibit Space Reservation Forms (along with donation) requesting a 4’ display space will have priority for these spaces.
- A wait list for display space will be maintained if more than 28 families request space for a Dia de los Muertos altar display.
- The assignment of the tables and display areas will be the responsibility of the Dia de los Muertos organizing committee. A random drawing (coordinated by the organizing committee) will be held no later than October 4 (Friday) and exhibitors notified by e-mail or text message shortly thereafter.
- Family altar (ofrenda) set up dates will be October 11-14 (Friday - Monday) from 9AM-5PM at Sugar Land Heritage Museum.
- No open flames allowed and altar displays cannot attach to museum walls in any fashion (no tape, sticky putty or thumb tacks may be used on the museum walls).
- Exhibits must be removed from the Heritage Museum by close of business on November 13 (Wednesday). Exhibits CANNOT be removed before 4:00 pm on November 9, Saturday.