



CITY OF COVINA

POLICE DEPARTMENT
David Povero
Chief of Police

Dear Community Member,

The Covina Police Department will once again host our National Night Out event on Tuesday, October 1, 2024, from 5:00pm-8:30pm at the Covina Police Department. Moving the event to October allows the community and participants to enjoy the wonderful late summer weather.

National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie. At the Covina Police Department, we look forward to this event because officers get a chance to meet residents of the community we serve in a fun and family-oriented environment. The event will feature police vehicles on display, police demonstrations, live entertainment, children's games, informational booths, food vendors, station tours, and more. Our goal is to provide fun filled activities for all community members to enjoy.

We are inviting your business or community organization to participate in this fun community event. This event is great opportunity for your business or community organization to participate as a vendor, informational booth, or event sponsor. Vendor and information booths always add to our event by providing multiple community resources and services. Your business/organization is able to reserve booth space to sell or distribute product(s) during the event.

National Night Out is the perfect opportunity to promote your business/organization, while making a difference in your community. Please take a moment to review our Booth Application and select the best option for your business/organization to participate in National Night Out 2024.

If you are not able to attend the event, but would like to still support this community event, we are in search of event sponsors. We offer a variety of sponsorship levels that include event recognition with different levels of marketing to increase your exposure in Covina and surrounding communities. Feel free to reach out to me for more information on event sponsorship and recognition.

Please contact me for additional information. Thank you for your time and we hope you have a safe day.

Sincerely,

Lt. Ryan Davis
Covina Police Department
rdavis@covinaca.gov
(626) 384-5808



**Covina Police Department
2024 National Night Out
Booth Application**

BUSINESS/ORGANIZATION: _____ **CONTACT PERSON:** _____

MAILING ADDRESS: _____ **CITY:** _____ **ZIP:** _____

PHONE: _____ **ALT./ CELL PHONE:** _____

EMAIL: _____

- All applications are subject to review before approval.
- All food vendors, merchandise vendors, and information/nonprofit booths must donate a raffle basket, valued at least at \$15.
- If necessary, all participants must provide their own equipment including: tables, chairs canopies, extension cords, and other equipment as needed. We recommend bringing canopy weights/sandbags due to potential winds. We will not provide any equipment for your booth.
- Booths spaces will be assigned upon check-in on the event date.
- Booth spaces are 10' x 10'. If you need more than one space please indicate so on the application.
- All participants can decorate their booth. The event theme of National Night Out is red, white, & blue theme.
- Set-up time will begin at 2:00pm and conclude at 4:30pm. Takedown will begin at 8:30pm. Participants may enter the designated area during specified set-up and takedown times ONLY for loading and unloading. Booth participants are required to remain set up at the event until 8:30pm. The event area must be cleared of all vehicles by 9:30pm.
- Late participants must carry in their items by hand, for set-up. A dolly is recommended to transport items to and from your vehicle.
- The City of Covina has the right to approve and disapprove all vendor requests at its sole discretion.
- The City of Covina is not responsible for theft or damage to property belonging to persons participating in the event.
- All participants shall keep their booth space in a clean, safe and sanitary manner during the event and must leave the space and surrounding area clean at the conclusion of the event.
- Alcoholic beverages, adult material or drug paraphernalia of any kind may not be sold or consumed at the event.
- All participants shall comply with the above listed Rules and Guidelines. Non-compliance, including offensive conduct or language, may result in immediate revocation of City event privileges. The City of Covina reserves the right to refuse participation to any participant. The City shall not discriminate on the basis of race, religion, creed, color, sexual orientation and national origin.

Submit your completed 2024 National Night Out Application and booth fee no later than Monday, September 9th by 5:00pm. Please deliver to:

Attn: Stephanie Stabio
444 N. Citrus Ave.
Covina, CA 91723

OR EMAIL
sstabio@covinaca.gov

PLEASE REVIEW THE FOLLOWING CHECKLIST AND MAKE SURE YOU INITIAL EACH LINE TO INDICATE YOU UNDERSTAND ALL EVENT PARTICIPANT REQUIREMENTS.

- ___ Submit a *signed &* completed 2024 NNO Application no later than Monday, September 9th by 5:00pm.
- ___ Upon submitting my application, my application will be reviewed. I can expect to be contacted by the next business day to confirm or deny approval of my request to participate at this event.
- ___ If necessary, I will provide my own tables, chairs, canopies, generator, 100ft. extension cords, and any other equipment as needed. *Canopy weights/sandbags are recommended due to potentially high winds. This equipment will not be provided for you.*
- ___ I will donate a raffle basket, valued at a minimum \$15.
- ___ By my signature on the National Night Out 2024 Booth Application, I acknowledge that I have read, understand, and agree to the National Night Out 2024 Rules and Regulations.

