Covina Police Department
2026 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 8:00pm. 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 8:00pm. 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 2026 National Night Out Application and booth fee no later than Monday, September 21st 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 2025 NNO Application no later than Monday, September 8th 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 2026 Booth Application, I acknowledge that I have read, understand, and agree to the National Night Out 2026 Rules and Regulations.

List all specific items to be distributed at this event:

_____ _____

_____ _____

Please indicate the booth space size you require. Requested space size is not guaranteed.

☐ ***10 x 10*** ☐ ***10 x 20***

Do you have electrical needs? *We will do our best to accommodate, but electrical is not guaranteed. You must bring your own extension cords. ☐ YES ☐ NO

WAIVER AND RELEASE OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT FOR 2026 CITY OF COVINA NATIONAL NIGHT OUT EVENT

In and for consideration of being permitted to participate as a vendor in the City of Covina National Night Out Event and all associated activities included in the National Night Out Event provided to the undersigned with the sole intent and understanding to participate as a vendor in the City of Covina National Night Out Event, the undersigned, his/her heirs, agents, employees, family members, friends, associates, assigns, representatives, next of kin, or any others forever releases and holds the City of Covina, its elected officials, employees, agents, directors, officers, council members (Releases) harmless from all liability to the undersigned and the undersigned's personal representatives, assigns, heirs, next of kin, and agents for any loss or damage including, but not limited to serious bodily injury or death, or damage to any property and waives any claims and demands therefore, on account of injury or damage to the undersigned's person or property, including injury leading to death of the undersigned, whether caused by the active or passive negligence of the City of Covina, its employees, its elected officials, employees agents, directors, officers, council members, and assigns while the undersigned is participating as a vendor in the City of Covina National Night Out Event, including any and all activities associated with the National Night Out Event.

The undersigned agrees to indemnify, save and hold harmless the Releases and each of them from any loss, liability, damage or cost and the undersigned assumes full responsibility for any risk of bodily injury, death or property damages.

I have read this release and waiver of liability, assumption of the risk and indemnity agreement, fully understand its terms, understand that I have given up substantial rights by signing it, and have signed it freely and voluntarily without any inducement, assurance or guarantee being made to me and intend my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

Must be completed by each person that will be in the booth for set-up, during event, and teardown:

Print Name	Signature	Date
Print Name	Signature	Date
Print Name	Signature	Date

MAIL OR DROP OFF APPLICATION TO:

Covina Police Department
444 N. Citrus Ave. Covina, CA 91723
Stephanie Stabio (626) 384-5623 OR EMAIL: sstabio@covinaca.gov

OFFICE USE
Date Received: _____
Staff Initials: _____