

Dear Agency/Organization,

The **25<sup>th</sup> Annual Manatee County Stand Down** for the homeless population in Manatee County will be held **Saturday, November 4, 2023**. We will provide services for men, women, and children who are homeless or at risk of becoming homeless. Manatee County Fairgrounds in Palmetto will host the event and will open to the homeless public from 8:00 am to 12:00 pm. **There will be time on Friday (November 3) to set up tables/exhibits at the fairgrounds from 9:00 am to 12:00 pm. IT WORKS BEST FOR EVERYONE IF TABLES ARE SET UP PRIOR TO THE MORNING OF THE EVENT, IF POSSIBLE!**

This event is the premier opportunity to reach the target population of homeless veterans and others in our area, and your participation enhances the opportunity to connect them with the services they need. We anticipate approximately 250-350 participants this year, due to the current economic situation. It is critical that you let us know your requirements for **tables and chairs** so that we may plan properly for the event. Please note – there are limited numbers of tables and chairs available – if you are able to bring your own, this would really help out.

**In preparation for the event, we kindly request that you complete this form by October 1 and email it to [aguyre@tpmanatee.org](mailto:aguyre@tpmanatee.org). If others assist you, attach a list by-name accounting for all team members, including yourself, who will be attending.** Please note anyone who is *bi-lingual*. We will use this information to create a sign-in sheet for the day of the event and be able to direct them to their designated area. You are expected to bring your own volunteers to staff your table.

Name of agency/organization: \_\_\_\_\_

Main Contact person (Name & Email): \_\_\_\_\_

Any Additional Contact You Wish to Add: \_\_\_\_\_

Please give a brief description of what your agency/organization will be providing for Stand Down participants.

\_\_\_\_\_

Number of tables (8'x3') required \_\_\_\_\_ Number of chairs \_\_\_\_\_

Do you require access to electricity? Yes  (at one table only) No

Please list any other requirements you may have for participation at Stand Down

\_\_\_\_\_

**PLEASE NOTE:** Vehicles will **not** have access to the interior fairground venue area the morning of *Stand Down*. You will need to carry your set-up items from the parking area across the street if you are unable to set up prior to the morning of *Stand Down*. Parking will be available across the street in the parking lot of the Palmetto High School. **Attendees are requested to sign in at the registration desk at the front entrance or at the social services building, and should receive nametags prior to going to their assigned duty stations.**