



Greetings!

The Shops at Montebello provides organizations and groups an opportunity for education and outreach onsite as part of its *Support One Another* program.

The Shops at Montebello is a shopping center that welcomes everyone. As a centrally located venue in Montebello with high pedestrian traffic, The Shops at Montebello supports philanthropic efforts by offering the *Support One Another* program. This collaborative program ensures that social causes, social services, and community awareness organizations have a neutral space to share their message.

Program details:

The Shops at Montebello has a dedicated area located lower level against the west escalator entrance (near JCPenney) for the sole purpose of education and outreach. Every Tuesday and Thursday between 5pm and 9pm, organizations may utilize this space with an educational display and general information. The Shops at Montebello will provide 1 table and 2 chairs. Organizations/groups are permitted to bring banners to display on the front of the tables. The Shops at Montebello limits this area to one (1) organization per Tuesday and Thursday evening.

Applications and further information are available through The Shops at Montebello management office. All approved organizations must adhere to The Shops at Montebello guidelines. The following outlines the Support One Another application process:

1. Complete and sign the attached application and return by mail, e-mail or to the management office to the contact information below. Applications must be submitted no later than ten (10) business days prior to your desired date.
2. After reviewing your application, The Shops at Montebello management will contact you regarding the status of your approval. If your outreach event is approved a license agreement will be generated which will then need to be signed by a representative of your group.

We will make every effort to ensure your event runs as smoothly as possible. Please help us achieve this by complying with the requirements and deadlines stated above.

We look forward to welcoming and recognizing your education and outreach efforts at The Shops at Montebello.

The Shops at Montebello
ATTN: Office Manager
323.722.1776
info@shopsatmontebello.com



Applications must be submitted no later than ten (10) business days prior to the desired event date. Applicants, or persons signing on behalf of an applicant, must be at least 21 years of age. **Submitting this application does not confirm the request. Applicants will be required to sign a license agreement once the application has been approved.**

Your group/organization must have insurance. Please see insurance requirements attached.

APPLICANT INFORMATION

Organization Name: _____

First Name: _____ Last Name: _____

Street Address: _____
(PLEASE NO PO BOXES)

City: _____ State: _____ Zip: _____

Phone: _____ Mobile: _____

Email: _____ SSN/FEIN: _____
(REQUIRED TO PROCESS APPLICATION)

EVENT INFORMATION

Event Name: _____

Date Requested: _____

Purpose of Event: _____

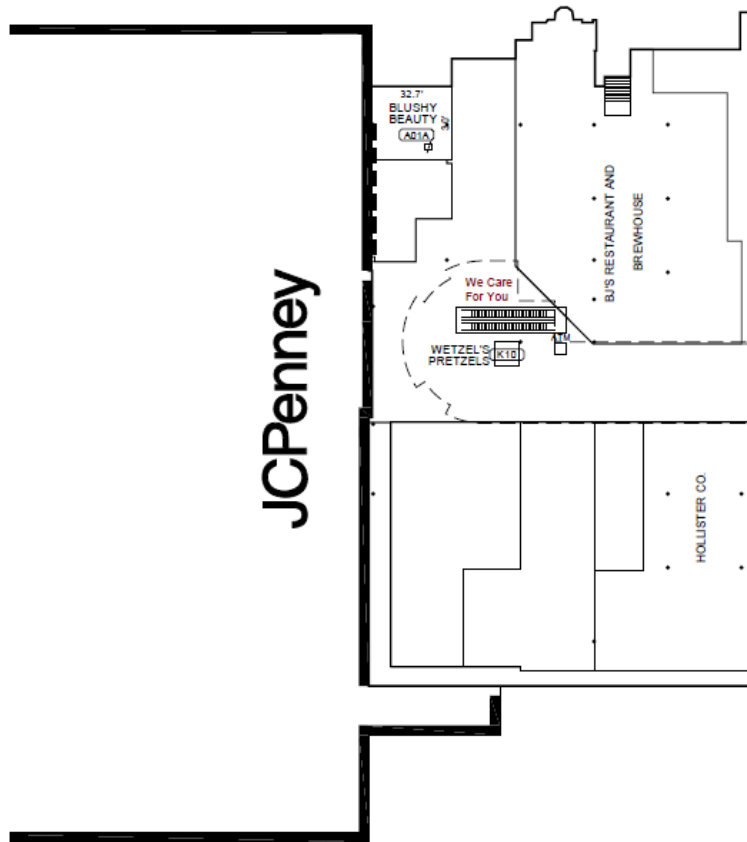
Location: The Shops at Montebello, 2134 Montebello Town Center Drive Montebello, California 90640

No. of Participants: _____
(max 10)



THE UNDERSIGNED HEREBY WARRENTS THAT THE INFORMATION SET FORTH IS TRUE AND CORRECT AND AGREES TO NOTIFY THE SHOPS AT MONTEBELLO OF ANY CHANGES.

Applicant's Signature: _____ Date: _____



Support One Another *in real life*

- Support One Another location is at the bottom of the escalators inside the west entrance.
- The Shops at Montebello will provide (1) 6'x30" tables & 2 chairs, 30 minutes prior to start time, which is when set-up is welcome to begin.
- Organization to provide own signage, literature, office supplies and staffing.
- Your banner may be attached to the table front with tape only (no tacks, nails, staples, screws etc).
- The Shops at Montebello does not take responsibility for any lost, stolen, or damaged belongings.