

Prescott Chamber of Commerce
NON-PROFIT SHOW APPLICATION

OFFICE USE ONLY
Space # _____
Amt Pd. _____
Ca/ck/cc _____

_____ Territorial Days, JUNE 12-13, 2010 *
 _____ Faire On The Square September 4-6, 2010 *
 _____ FALLFEST IN THE PARK October 9-10, 2010

APPLICATION

NOTE: You must be a YAVAPAI COUNTY Non-profit Organization to apply AND you must provide a copy of your 501(c)(3) I.R.S. Letter
 PLEASE PRINT CLEARLY, FILL OUT COMPLETELY AND RETURN TO THE PRESCOTT CHAMBER OF COMMERCE ONE MONTH PRIOR TO THE SHOW TO BE INCLUDED IN THE DIRECTORY
Please read Rules & Regulations carefully before completing application.

Name of Non-Profit Organization _____

Mailing Address: _____

City _____ State _____ Zip _____ E-Mail _____

Contact Person: #1 _____ Phone: _____

TYPE OF BOOTH & PRICING - 2-day shows (Territorial Days & FallFest In The Park)
 HAND-CRAFTED ITEMS \$60 _____ Prescott Chamber Member; Non-Member \$110 _____
 RAFFLE/GAME \$60 _____ Prescott Chamber Member; Non-Member \$110 _____
 INFORMATION ONLY \$35 _____ Prescott Chamber Member; Non-Member \$60 _____

PRICING - 3-day show (Faire On The Square)
 Hand-crafts or Raffle/Game \$90 _____ Prescott Chamber Member; Non-Member \$165 _____
 Information Only \$70 _____ Prescott Chamber Member; Non-Member \$90 _____

LIABILITY STATEMENT

I (please print your name), _____, am authorized to sign for my non-profit organization and have read and agree to abide by the Courthouse Plaza Rules and Regulations. I understand that we will not encroach on another exhibitor's space. In addition, I hereby release and hold harmless **THE PRESCOTT CHAMBER OF COMMERCE** from any and all liability including, but not limited to, theft, personal injury, bodily injury, strike, public enemy, or act of God, and to indemnify it for any damages arising from our conduct at an Arts & Crafts Show.

PLEASE PROVIDE 2 OR 3 SENTENCES ABOUT YOUR ORGANIZATION.

Signature _____ Amt. Enclosed _____ Date _____
 Make Checks payable to: **Prescott Chamber of Commerce**, P. O. Box 1147, Prescott AZ 86302-1147

OR Credit Card: Card # _____ Exp. Date: _____

COURTHOUSE PLAZA RULES

- ◆ Booth space is 10 x 15 feet (150 square feet) **maximum** 2' x 15' storage space behind booth.
- ◆ Booth **must** be placed flush with the curb. (Exception – timeline spaces due to permanent flag poles.)
- ◆ Crates and boxes, all storage, must be raised off ground to allow airflow and minimize damage to grass. **Bring wood or PVC for this purpose.**
- ◆ No flooring may be used on grass. **Exception: BURLAP may be used in the event of rain/mud. Bring sufficient burlap for this purpose.**
- ◆ Vehicles are not allowed to drive or park on the brick driveways or sidewalks.
- ◆ Use of Plaza picnic tables, benches and trees to assist in your booth set-up is prohibited.
- ◆ Exhibitors are responsible for handling, erecting and removing display materials.
- ◆ No equipment or materials are provided.
- ◆ A portable fire extinguisher is strongly recommended for each booth.
- ◆ If damage is determined by Yavapai County, the exhibitor will be responsible for the repair/clean-up cost.
- ◆ Security is provided each night of the event....Exhibitors leave their work at their own risk.
- ◆ **Booth must remain open during show hours.**
- ◆ Exhibitors are prohibited from distributing literature of, or promoting any religious, fraternal, political, or commercial organization. Literature on the artist's/craftsperson's work or gallery is permitted.
- ◆ **No stakes** or displays may be driven into the ground; nothing may be affixed to trees. **Bring weights to secure your booth in the event of wind.**

Space Assignments

Non-Profit Space assignments are made 2-3 weeks prior to the show. Please attach a note to your application with any special needs your group has in regard to your space.

Parking

- Exhibitor parking is not allowed on or around the Courthouse Plaza except to load and unload.
- Exhibitors shall move their vehicles as soon as unloading and loading is completed.
- Event parking shall be at Mile High Middle School field, which accommodates self-contained units

Check-in Times

Check-in begins on Fridays, at the Gazebo after 4:00pm. **Set up will not start until 6:00pm or when the Judges leave the Courthouse.**

SHOW TIMES: (2-day show)

Saturday 9-5, Sunday 9-4

(3-day show)

Saturday & Sunday 9-5, Monday 9-3

Questions?

Any questions can be asked by e-mailing Scott or Jill Currey at scott@prescott.org or by calling 928-445-2000, x 112. Please use email when possible. Prior to mailing your application, make a copy for yourself for future reference.