

Prescott Chamber of Commerce
22nd Annual OFFSTREET FESTIVAL
 May 29-31, 2010

Rear Parking Lot of 117 W. Goodwin Street - NOT ON THE SQUARE!

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

APPLICATION

Please print clearly, complete entire form and sign the liability declaration. Return payment and application to Prescott Chamber of Commerce.

FIRST NAME _____ LAST NAME _____

BUSINESS NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ E-MAIL _____

Please describe your art or craft in detail. THIS MUST BE COMPLETED. Use additional sheets for this description if necessary. Note: Original work or resale items that you have personally enhanced are preferred.

◆ Fee is \$315 per space. The fees include \$25 Prescott City Sales Tax. ◆ A non-refundable \$50 deposit will hold your space until April 29, 2010. ◆ The balance of \$265 must be paid in full by this date or the deposit will be forfeited and the space given to another applicant. No reminder will be sent, ◆ All cancellations must be made prior to April 29, 2010 to receive a refund. (Refunds are less \$50 of prepaid fees.) Please enclose S.A.S.E. for acceptance or denial information.

I, (please print your name) _____ have read and agree to abide by the *Prescott Offstreet Festival Rules and Regulations*, which I received with my application. I understand that I may not encroach on another exhibitor's space. Also, I agree to abide by the decision of the Prescott Offstreet Festival Committee regarding the acceptability of my booth display. In addition, I hereby release and hold harmless the Prescott Offstreet Festival Committee and the Prescott Chamber of Commerce from any and all liability including, but not limited to, statutes, ordinances or any legal authority or cause, theft, personal injury, bodily injury, strike, public enemy, or act of God, and to indemnify these above named organizations from any damages that may arise from my conduct during the 2009 Prescott Offstreet Festival.

SIGNATURE _____ DATE _____

_____ Check (PAYABLE TO **PRESCOTT CHAMBER OF COMMERCE**)

_____ Credit Card: Name on Card _____

Card Number _____ Expiration Date _____ AMOUNT PAID \$ _____

If you choose to pay a deposit by credit card, the balance will be charged to the same card on the due date.

MAIL TO: Prescott Chamber of Commerce, P.O. Box 1147, Prescott, AZ 86302-1147

OFFSTREET RULES AND REGULATIONS

3-day show across the street from the Courthouse Plaza

- ◆ **Booth size 15 x 10** (This will be strictly enforced - if booth is larger, you will be charged DOUBLE)
- ◆ **All spaces will be assigned on asphalt.** Spaces are assigned by Festival Committee
- ◆ **No SPIKES are allowed.** (Bring weights to hold your booth in place.)
- ◆ **Tax rate is 8.35%** (Your name and business will be reported to AZ Dept. of Revenue. If you have questions regarding your taxes, contact AZ Dept. of Revenue, 1-800/496-0345)
- ◆ **There is no WATER or ELECTRICITY service available for booths**
- ◆ **Submit 4 photos** with application: 1 of booth display, 3 of your merchandise
- ◆ **Enclose S.A.S.E.** (self-addressed STAMPED envelope for reply to application. PLUS an additional S.A.S.E if you want photos returned.)
- ◆ Booth must remain open for business during all hours of the show.
- ◆ **NO VEHICLES MAY BE PARKED AROUND COURTHOUSE MAY 29-31, 2010. NO EXCEPTIONS!!!** Violators will forfeit booth space.
- ◆ **A Fire Extinguisher** is recommended for all booths by the State Fire Marshal.
- ◆ **Exhibitor will provide canopies, tables and/or display units for merchandise.** Delivery, handling, erecting and removal of booth display, equipment & materials (i.e. rocks, blocks AND TRASH) are the responsibility of the exhibitor.
- ◆ The Prescott Offstreet Festival Committee assumes no risk for loss or damages. Minimal security will be provided for this event after show hours. Items left in your booth overnight are done so at your own risk.

Parking

- Exhibitor parking is not allowed on or around the Courthouse Plaza during show hours.
- 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.

Show Times

Set-up: Set-up begins Friday at noon.
Show times: May 29,30 : Saturday 9-5, Sunday 9-5
May 31: Monday 9-3

Questions?

Any questions can be asked by emailing 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.