

Prescott Chamber of Commerce  
**28th Annual OFFSTREET FESTIVAL**  
 May 27-29, 2017

Parking Lot Behind 117 W. Goodwin Street, **NOT ON THE SQUARE!**

OFFICE USE ONLY	
Space #	_____
Amt. Pd.	_____
Ca/ck/cc	_____
Bal. Due	_____
Date Bal. Pd.	_____
Photos Rec'd	_____
Acpt Sent	_____

**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 \_\_\_\_\_ check if new \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ check if new \_\_\_\_\_ E-MAIL \_\_\_\_\_ check if new \_\_\_\_\_

**Vehicle Information:** Make/Model \_\_\_\_\_ Color \_\_\_\_\_ License Plate \_\_\_\_\_

A copy of the SHOW PARKING PASS shall be displayed on the dashboard of all vehicles related to a booth space on the square.

Please describe your art or craft in detail. THIS MUST BE COMPLETED. Note: Original work or resale items that you have personally enhanced are preferred. Resale items are accepted at Promoter's discretion.

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My canopy is 10 x 10 \_\_\_\_\_ ; 10 x 15 \_\_\_\_\_ ; 10 x 20 \_\_\_\_\_ (double space)

**FEE SCHEDULE:**

\$ \_\_\_\_\_ Artist's Booth 10' x 12'\* space = \$315

\$ \_\_\_\_\_ Food Service Booths 10' x 12' is \$375 Dirt Lot

\$ \_\_\_\_\_ Double Booth 10' x 24' is \$630

\$ \_\_\_\_\_ Premium Booth 10' x 12'\* is \$345 - applies ONLY to Spaces 1, 11, 21, 31, 41

no resale booths qualify for premium spaces.

\*Note: a limited number of 15' spaces are available per paved row to accommodate 15' canopies.

◆A non-refundable \$50 deposit will hold your space until April 27, 2017. ◆The balance 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 27, 2017 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 Chamber OffStreet Festival Committee regarding the acceptability of my booth display. In addition, I hereby release and hold harmless 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 Prescott OffStreet Festival.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

◆ **Send :**     **Payment**

\_\_\_\_\_ Check (PAYABLE TO **PRESCOTT CHAMBER OF COMMERCE**) or

\_\_\_\_\_ Credit Card:     Name on Card \_\_\_\_\_ Security Code \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

**ENTER 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.

**4 photographs, minimum:** 1 of Booth set-up, 2 (minimum) of items to be sold, 1 of artist creating work.

**Self-addressed *Stamped* Envelope for acceptance/denial**

If preferred, photos may be sent by email to [scott@prescott.org](mailto:scott@prescott.org) Photos will not be returned.

**Required:**     AZ Tax I.D. Number \_\_\_\_\_

**Required:**     Prescott Business License Number \_\_\_\_\_

**NOTE:**     **No incomplete application will be considered.**

**Include:**

Completed Application

Deposit or Full Payment

Required Photos

AZ Tax I D #

Prescott Business License #

**MAIL TO:** Prescott Chamber of Commerce, P.O. Box 1147, Prescott, AZ 86302-1147,  
or FAX to 928-445-0068, or email to [scott@prescott.org](mailto:scott@prescott.org) .

## Questions?

Any questions can be asked by emailing Scott or Jill Currey at [scott@prescott.org](mailto: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. Applications may be submitted by FAX at 928-445-0068.

## OFFSTREET RULES AND REGULATIONS

3-day show across the street from the Courthouse Plaza

◆ **Booth size: approximately 10 x 12** on the asphalt parking lot or dirt lot.\*

Non-food items may not be allowed on dirt lot.

◆ **No SPIKES are allowed.** (Bring weights to hold your booth in place.)

◆ **New Requirement:** You must have a Prescott City Business License. Apply annually at [www.prescott-az.gov/business/license](http://www.prescott-az.gov/business/license) or call Tax & Licensing at 928/777-1268. (\$35)

**Also Required:** AZ State Tax I.D. available at [www.aztaxes.gov](http://www.aztaxes.gov) or call AZ Dept. of Revenue, 1-800/496-0345

◆ **Tax rate to collect for State, County and City is 8.35%.**

◆ **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.

◆ Booth must remain open for business during all hours of the show.

◆ **EXHIBITOR PARKING is available at the Mile High Middle School. NO VEHICLES MAY BE PARKED WITHIN 2 BLOCKS OF THE COURTHOUSE DURING SHOW HOURS. NO EXCEPTIONS!!!** Violators may be required to forfeit booth space. Dry camping is permitted.

◆ **A Fire Extinguisher** is recommended for all booths by the State Fire Marshal. Food Service Booths must use a Fireproof Canopy. No space is available for Trailers or Food Trucks.

◆ **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. Rugs are allowed in this show ONLY.

◆ The Prescott Chamber of Commerce 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.

◆ **NO SMOKING:** Exhibitors may not smoke within 10 feet of ANY booth, including their own.

◆ **Water or Soda may be sold ONLY by the Chamber of Commerce, or their designee.**

\*A limited number of 10 x 15 spaces can be provided on the asphalt lot to accommodate 10 x 15 canopies.

## Parking

- Exhibitor parking is **not allowed within 2 blocks** of 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 camping units.
- A copy of the SHOW PARKING PASS shall be displayed on the dashboard of all vehicles related in any way to a show booth space.

## Show Times

Set-up: Set-up begins Friday at noon.

Show times: Saturday 9-5, Sunday 9-5, Monday 9-3

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