

Prescott Chamber of Commerce  
23rd Annual OFFSTREET FESTIVAL

May 26-28, 2012

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 26, 2012. ◆ 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 26, 2012 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 2012 Prescott Offstreet Festival.

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

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

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

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

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:** approximately 15 x 10 on the asphalt parking lot.  
approximately 13 x 10 on the dirt lot.
- ◆ **No SPIKES are allowed.** (Bring weights to hold your booth in place.)
- ◆ **Tax rate to collect for State & County is 7.35%.** City portion is prepaid by Chamber as part of Transient Merchant Fee from your Booth Fee. (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 WITHIN 2 BLOCKS OF THE COURTHOUSE MAY 28-30, 2011. 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 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 units.

## Show Times

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

## 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.