

Prescott Chamber of Commerce  
**28<sup>th</sup> Annual FALLFEST IN THE PARK**  
*Featuring Arts & Crafts & Other Specialties*  
 October 6-7, 2018

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

**APPLICATION**

Write clearly, complete both sides of this form and sign the liability declaration. Return payment, application & photos 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.

**EXHIBIT ITEMS:** Describe your art or craft in detail; list each type of item separately and describe how it is made. *Items are to be handmade or significantly embellished.* Include photos, either by mail or by email. The Prescott Chamber of Commerce reserves the right to approve any and all items that will be sold, as well as refuse any application for any reason. All decisions made by the promoter are final. At the show, an exhibitor found displaying non-qualifying items will be asked to remove them from the booth.

**Note: ONLY Prescott Chamber of Commerce and Sister City Committee may sell water or soda.**

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My canopy is 10 x 10 \_\_\_\_\_ or My canopy is 10 x 15 \_\_\_\_\_ or My canopy is 10 x 20 \_\_\_\_\_

\*This regards the vehicle you will use at the Show.

(Attach sheet if more space required.)

◆ **A non-refundable \$50 deposit will hold your space until September 6, 2018. At that time the balance must be paid in full or the deposit will be forfeited. No reminder will be sent.**  
All cancellations must be made prior to September 6, 2018 to receive a refund. (Refunds are less \$50 of prepaid fees.)

**FEE SCHEDULE:**

- \$ \_\_\_\_\_ **Artist's Booth** 15' x 10' (a few are 10' x 15') space is **\$250**
- \$ \_\_\_\_\_ **Food Service Booths** 15' x 10' is **\$275.**
- \$ \_\_\_\_\_ **Double Booth** 30' x 10' is **\$475 (Double Food Service = \$525)**
- \$ \_\_\_\_\_ **Oversize Booth** 20' x 10' is **\$350 - applies ONLY to Spaces 11, 19, 20, 33, 35, 39, 43, 45, 47, 48, 70, 79, 89, 103\*, 106, 120, 134, 141, 142.**
- \$ \_\_\_\_\_ **Electricity** - add **\$15** (limited availability - perimeter of square only)

**NOTE: Spaces south of Courthouse steps are not used for FallFest In The Park.**

- ◆ Arts and Crafts are integrated. Space allocation is on a first-come, first-paid basis. Please indicate space assignment preference: #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_
- ◆ **NOTE:** The following spaces are **OUT OF SERVICE** for 2017: 6, 53, 56, 69, 71, 73, 103\*, 104, 105, 109 and 150 Please keep this in mind when requesting spaces. (We will accommodate your preference if possible.)

◆ **Send : Payment**

\_\_\_\_\_ Check (PAYABLE TO **PRESCOTT CHAMBER OF COMMERCE**) or  
\_\_\_\_\_ Credit Card: Name on Card \_\_\_\_\_ Street # & Zip linked with card \_\_\_\_\_

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 \_\_\_\_\_

**LIABILITY**

I, (please print your name) \_\_\_\_\_ have read and agree to abide by the rules and regulations, which I received with my application. I understand that the booth must be staffed at all times when my items are on display and that I may not spread out beyond my allotted 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 further indemnify it for any damages arising from my conduct at Territorial Days. I understand that any items left on the Plaza overnight remain there at my own risk. I further understand that I am liable for any charges resulting from damage done to the Courthouse Plaza by my failure to follow the rules and regulations regarding stakes, tarps, etc. I will park in the designated areas.

\_\_\_\_\_ Check here if first-time vendor in Prescott Chamber of Commerce sponsored show.

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

**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) .

# Exhibitor Submission Process

Every application for the Chamber of Commerce-sponsored Arts & Crafts Events on the Courthouse Plaza must include a description of the item(s) to be offered for sale and the method by which such items are produced, along with a set of Photographs.

Items offered must be handmade or significantly embellished. Applications are considered on a first-come, first-served basis. Notifications will be made as soon as decisions are reached.

PHOTOS REQUIRED: 2 (or more) of artwork or craft to be sold in the Show\*

1 of booth that will occupy the assigned space

1 artist creating the artwork or craft to be offered for sale

\*Items unrelated to those in the photos may not be offered for sale in the booth.

Photos may be submitted by mail with the application or by email to [scott@prescott.org](mailto:scott@prescott.org) - photos will not be returned. One set of photos is sufficient per artist if applying for more than one Chamber show.

## FOOD SERVICE BOOTHS:

All Exhibitors with food-related products must contact The Yavapai County Health Department for proper licensing and instructions. 928/771-3149 or [www.yavapaihealth.com](http://www.yavapaihealth.com)

There are a limited number of booth spaces along Gurley Street for Food Booths. There are **no** accommodations for trailers or food trucks. Only fireproof canopies may be used.

“Cottage Edibles” (pre-packaged food items) are a separate category and may be interspersed within the show, with samples given according to Yavapai County Health Department regulations.

**Water or Soda** may be sold **ONLY** by Sister City / Chamber of Commerce.

**NEW: Tarps are required under all Food Booths on Gurley Street.**

## TWO LICENSES REQUIRED

This applies to all exhibitors:

- 1) You are required to have a Prescott Business License. This license expires December 31 of each year. This is \$35 annually. You may apply and renew online at [www.prescott-az.gov/business/license/](http://www.prescott-az.gov/business/license/) If you have questions regarding this license, please call City of Prescott Tax & Licensing at 928/777-1268.
- 2) You are required to have an Arizona Tax I. D. Number. You may apply for this at [www.aztaxes.gov](http://www.aztaxes.gov). There is a one-time \$5 fee. Each exhibitor is responsible for the collection of appropriate sales tax.

## No incomplete applications will be considered.

Your completed application must include the above license numbers, be accompanied by the required photos, and your payment (either \$50 deposit or payment in full, per date information). Full payment is due one month prior to any given show. Pertinent dates are listed in each separate application.

## COUNTY COURTHOUSE RULES FOR GROUNDS USE

- Only Items that have been juried may be sold.
- This is a **rain or shine** event. No refunds are given due to rain.
- Booth is to remain open during all hours of event with artist present.
- Place booth **FLUSH WITH CURB** (front legs of canopy will touch the curb)
- **NO TENT STAKES** (nails, spikes, yard art, etc.) may be driven into the ground, either to secure your tent or to display items. **WEIGHT YOUR TENT!** Weights must be suspended. (They may not rest on the grass.)
- **ALL ITEMS** (boxes, coolers, pallets, tubs or other flat items) must be elevated off the ground, allowing airflow to minimize damage to grass. Suggested: Use 2” x 4” wood, a maximum of 12” long, to create this elevation.

- **NOTHING** may be affixed to or leaned on a tree, statue or park furniture.
- Exhibitors are responsible for handling, erecting and removing display materials. No equipment or materials are provided.
- Exhibitors are responsible for keeping their area clean during and after the show. Use the dumpsters located at the southwest corner of the Courthouse building for any trash; do NOT use pedestrian trash cans.
- A portable fire extinguisher is recommended for each booth.
- **NO GROUNDCOVERS OF ANY KIND** shall be placed on the grass at any time, including previously-accepted RV Mats. Also included: plastic booth tarps and/or booth walls.
- Vehicles are NOT ALLOWED to drive or park on the brick (I-block) driveways or sidewalks.
- If damage is determined by Yavapai County, the exhibitor will be responsible for the repair/clean-up costs.
- Security is provided each night of the event; however, is not liable for loss or damage. **Exhibitor is responsible for the security of his/her own property and leave their work at their own risk.**
- Exhibitors are prohibited from distributing literature of, or promoting, any religious or political organization. Literature regarding the artwork or gallery is permitted.
- **Tax Rate: 9.1%** (This includes State, County & City Sales Tax). A Prescott City Business License is required for each exhibitor.
- **NO SMOKING:** Exhibitors may not smoke within 10 feet of ANY booth, including their own.

## Parking

- **Friday Evenings:** Spaces around the Square are closed to others and **RESERVED FOR YOU** to unload. **Please display your parking pass on your dashboard. (This is included with the acceptance letter.)**
- Exhibitors shall move their vehicles as soon as unloading and loading is completed.
- **EVENT PARKING for Exhibitors:** In the past we have used Mile High Middle School field, which accommodates self-contained units, for all of our shows. Due to some possible conflicts date-wise, we are working on alternate parking accommodations. We will keep you updated. No parking within 2 blocks of the Courthouse Square is allowed by exhibitors during the event. (This includes handicap parking spaces.) **Violating this policy will result in disqualification from future shows.**

## Check-in Times

Check-in begins on Fridays, at the Gazebo after 4:00pm. Set up begins *after* the Judges leave the Courthouse, which is *estimated* to be 6:00 p.m. Check-in resumes Saturday morning at 6:30 a.m. All set-up must be completed by 8:30 a.m. Saturday.

**Show times:** 2-day shows – Saturday 9-5, Sunday 9-4  
3-day shows – 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. Applications may be FAXed to 928-445-0068.