

Prescott Chamber of Commerce
NON-PROFIT SHOW APPLICATION
Faire On The Square, September 1-3, 2018
(You must be a YAVAPAI COUNTY 501c3 Organization.)

OFFICE USE ONLY
Space # _____
Amt Pd. _____
Ca/ck/cc _____
A.L.Date _____
#Assign sent _____

Please read Rules & Regulations carefully before completing application.

Fill out application completely and return to **PRESCOTT CHAMBER OF COMMERCE**, P. O. Box 1147, Prescott, AZ 86312, no later than one month prior to show dates.

Name of Non-Profit Organization _____

Contact Person: _____ Phone: _____

Mailing Address: _____ City _____ State _____ Zip _____

E-Mail _____

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

TYPE OF BOOTH:

Hand-crafted Items; Raffle or Game Information Only	Prescott Chamber Member \$215;	Non-Member \$300
	Prescott Chamber Member \$125;	Non-Member \$275

LIABILITY STATEMENT

I (please print your name), _____, am authorized to sign for this non-profit organization and have read and agree to abide by the Courthouse Plaza Rules and Regulations. 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. **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.** I agree that it is my responsibility to make sure that *all volunteers* associated with this booth will be made aware of the show rules. **Further, it is understood that ONLY Sister City/Caborca (with Prescott Chamber of Commerce) is permitted to sell or offer water or soda.**

Signed

Date

PLEASE PROVIDE 2 OR 3 SENTENCES ABOUT YOUR ORGANIZATION.

Please note any special needs your organization has regarding the space to be assigned and we will do our best to accommodate you.

Required: AZ Tax I.D. Number _____

Required: Prescott Business License Number _____

Amount Enclosed \$ _____

Make Checks payable to: **Prescott Chamber of Commerce**, P. O. Box 1147, Prescott AZ 86302-1147

OR Credit Card:

Card # _____ **Exp. Date:** _____ **Security Code** _____

QUESTIONS? Call Scott or Jill Currey at 445-2000 x112; or e-mail scott@prescott.org

Applications may be FAXed to 928-445-0068.

Notification of space assignments will be made, by mail, 2-3 weeks prior to each show.

COURTHOUSE PLAZA RULES

- 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 an organization representative 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: 8.35%** (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.
- If fines are incurred by the participants in your booth, they will be billed to you and you may be excluded from future shows.

Parking

- **Friday Evenings:** Spaces around the Square are closed to others and **RESERVED FOR YOU** to *load and unload*. **ALL vehicles associated with the booth must display a copy of the Parking Pass. (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 for some events. 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.**

TWO LICENSES REQUIRED

- 1) Prescott Business License. This license expires December 31 of each year. The cost is \$35 annually. You may apply and renew online at 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) Arizona Tax I. D. Number. You may apply for this at www.aztaxes.gov. There is a one-time \$5 fee.

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.

Check-in Times

Check-in begins on Fridays, at the Gazebo after 4:00pm. **Set up will start AFTER the Judges leave the Courthouse (approximately 6:00 p.m.)**

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. FAX number 928-445-0068.

Provide a copy of these rules to every participant from your organization, as well as a Parking Pass for every vehicle affiliated with this event.