

Prescott Chamber of Commerce
NON-PROFIT SHOW APPLICATION
 Faire On The Square, September 5-7, 2020
 (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 86302, 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	Prescott Chamber Member \$215;	Non-Member \$300
Information Only	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 _____

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.

Please keep these pages for reference

COUNTY COURTHOUSE RULES FOR GROUNDS USE

- **NO STAKES IN THE GROUND**
NOTHING may be pierced into the lawn/ground, either to secure your tent or to display items. This includes, but is not limited to: tent stakes, nails, spikes, yard art, etc.
- **WEIGHT YOUR TENT**
Weights must be **suspended** - They may not rest on the grass.
- **ELEVATE ALL FLAT-SURFACE ITEMS**
At least one edge of: boxes, coolers, pallets, tubs or other flat items must be raised, allowing airflow, to minimize damage to grass. Suggestion: Bring 2" x 4" or 2" x 2" wood, a *maximum length of 12 inches*, to create this elevation.
- **NO GROUNDCOVERS OF ANY KIND MAY BE PLACED ON THE GRASS AT ANY TIME.**
This includes RV mats, rubber mats, rugs, tarps or cloths, canopy walls, plastic bags, etc.
- **CURB YOUR BOOTH**
The front legs of canopy must touch the curb. This has been found to be most safe for shoppers.
- **A PORTABLE FIRE EXTINGUISHER IS RECOMMENDED FOR EACH BOOTH.**
- **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.
- **YOUR TRASH IS YOUR RESPONSIBILITY**
Exhibitors are responsible for keeping their area clean during and after the show. *Use the dumpsters located along the southwest inner walkway* for all trash; do NOT use pedestrian trash cans. Double-check your space and surroundings before departing.
- **NO DRIVING ON THE "I-BLOCKS"**
Vehicles may not drive or park on the brick (I-block) driveways or sidewalks. The SOUTH portion of the grounds has a drive-up area which is cement or asphalt.
- **ANY VIOLATION RESULTING IN FINES IS THE RESPONSIBILITY OF THE EXHIBITOR**
If damage is determined by Yavapai County, exhibitor will be responsible for the repair/clean-up costs.
- **EXHIBITOR IS RESPONSIBLE FOR THE SECURITY OF HIS/HER OWN PROPERTY**
Security is provided each night of the event; however, is not liable for loss or damage. **Exhibitors leave their work at their own risk.**
- **NO POLITICAL OR RELIGIOUS LITERATURE MAY BE DISTRIBUTED.**
Literature regarding the artwork or gallery is permitted.
- **ADDITIONAL INFORMATION**
- **Tax Rate: 9.1%** (This includes State, County & City Sales Tax).
- **NO SMOKING:** Exhibitors may not smoke within 10 feet of ANY booth, including their own.
- 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.

Parking

- **Friday Evenings:** Spaces around the Square are closed to others and **RESERVED FOR YOU** for unloading. **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/or loading is completed.
- **DON'T USE CUSTOMER PARKING FOR YOUR OWN VEHICLE**
Street parking surrounding the Square is for customers at the event AND customers for the downtown businesses surrounding the Square.
EVENT PARKING FOR EXHIBITORS: During show hours exhibitor parking is at the **Mile High Middle School field**, which accommodates self-contained units for dry camping. No parking within 2 blocks of the Courthouse Square is allowed by exhibitors during the event. (This includes handicap parking spaces.) **Violating this policy may 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?

All 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. Applications may be FAXed to 928-445-0068.

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

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.