

Prescott Chamber of Commerce  
**TERRITORIAL DAYS**  
**ARTS & CRAFTS SHOW**  
 June 13-14, 2020

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 May 13, 2020. 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 May 13, 2020 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 \$295.

\$ \_\_\_\_\_ Double Booth 30' x 10' is \$475 (Double Food Service = \$545) **No "oversize" on Gurley St.**

\$ \_\_\_\_\_ Oversize Booth 20' x 10' is \$350 - applies ONLY to Spaces 11, 19, 20, 37, 39, 43, 45, 46, 48, 70, 85, 89, 93, 96, 103, 106\*, 120, 121, 141\*, 142. (**\*out of service 2020**)

\$ \_\_\_\_\_ Electricity - add \$15 (limited availability - perimeter of square only)

◆ **NOTE:** The following spaces are OUT OF SERVICE for 2020: **38, 90, 105, 106\*, 128, 140, 141\*, 151 and 152.** The following spaces cannot accommodate 15' canopies: 1, 7, 53, 75, 104, 133, and 140. Please keep this in mind when requesting spaces. We will accommodate your preference if possible.

◆ Arts and Crafts are integrated. Space allocation is on a first-come, first-paid basis. Please indicate space assignment preference: #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

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

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

**Required:** AZ Tax I.D. 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

## Please ***keep*** these pages for reference

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 of the 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 per season 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)

TARPS REQUIRED under all food booths along Gurley Street.

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.

### ARIZONA STATE TAX I.D. REQUIRED

This applies to all exhibitors:

- 1) 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 fee. Each exhibitor is responsible for the collection of appropriate sales tax.

### **No incomplete applications will be considered.**

Your completed application must include:

- 1) *Completed* Application (both pages)
- 2) Tax I.D. Number
- 3) One set of the required photos per season
- 4) SASE (self-addressed stamped envelope) for application response
- 5) Payment (either \$50 deposit or payment in full). If application is submitted with a deposit only, full payment is due one month prior to the show – no reminders will be sent. Pertinent dates are listed in each separate application.

## 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](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.