



Faire on the Square Arts & Crafts Show
September 4-6, 2021
Yavapai County Courthouse Plaza
Application deadline is July 16, 2021

Greeting Vendors,

The Prescott Chamber of Commerce and the Prescott Downtown Partnership have united to streamline events in downtown Prescott. The Prescott Downtown Partnership (PDP, Inc.) will manage the Prescott Chamber's Off-Street Festival, Bluegrass Festival, Territorial Days, Faire on the Square, and Fall Fest in the Park. We look forward to working with you for a successful 2021 season. All applications, photos, and payment MUST be mailed/mailed to the Prescott Downtown Partnership.

Mail to: Prescott Downtown Partnership, Inc.
P.O. Box 3801, Prescott, AZ 86302-3801
Contact Debbie Koch for questions
info2@prescottdowntown.com
(928) 443-5220

Summary of important Yavapai County Courthouse Plaza Rules

- No tent stakes or anything that would pierce the ground. You will be fined \$50.00 per stake
- Tent Weights must be elevated. Concrete blocks are not acceptable and cannot sit on the grass.
- PLEASE COME PREPARED with small blocks of wood or pvc pipe, not to exceed 2" X 4" and NO longer than 12" length to elevate your products off the grass. Have your booth/display set up before the start of the show.
- BOXES, COOLERS, TUBS, WHEELED SUITCASES, etc. must be off the grass and visibly elevated a MINIMUM 2"
- No mats, rugs or ground cover of any kind allowed on grass.
- Do NOT tie or lean anything on trees, park furniture, or flag or other county park fixtures.
- No driving on I-block walkways
- A complete list of the Yavapai County Courthouse Plaza Use Rules is included in your application packet ("Rules").

ENTRY REQUIREMENTS

NEW: Vendors must carry General Liability Insurance:

- \$1,000,000 occurrence, \$2,000,000 aggregate including products and complete operations.
- Additional named insured; Prescott Chamber of Commerce, Prescott Downtown Partnership, Yavapai County, their employees, agents, and affiliations.
- Primary and Non-Contributory
- Waiver of Subrogation
- Coverage and plans may vary.
- Contact your insurance agent for event insurance
- All vendors must have an *Arizona Transaction Privilege Tax ID #*. Contact AZ Department of Revenue.

FINE ART

- Original works of art only. Each piece must be signed, and framed or matted. Serigraph, etching, prints, etc., of original works of art must be signed and numbered.

PHOTOGRAPHY

- Each photograph must be signed, numbered and mounted or framed.

PRODUCTS

- Artists and crafters must display and sell items substantially handmade by them and reflect design, creativity, and made by means of artistic expression and craftsmanship from the artist/crafter. Sale items that are created with the use of manufactured items shall be altered from their original state or purpose by means of artistic and/or crafter input, expression, involvement, etc. NO RESALE! Artist must be present.
- Only items that have been juried may be sold. Displays will be inspected periodically to assure items sold are consistent in quality to those represented in submitted photos.
- Premade food products/Cottage Edibles are required to contact the Yavapai County Health Department prior to the event. Call the Y.C. Health Dept. at (928) 771-3121 to determine whether a permit is needed.



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SCREENING PROCESS

- Entries will be juried upon receipt of completed & signed application, signed COVID-19 waiver and protocols, application fee, and appropriate photos are received. Artists/crafts people will be notified in writing if their work has been accepted or denied.
- Photos must include: 3 photos of each product type if different (example: jewelry & wall décor) 1-2 photos of YOU creating each product type, and 1-2 photos of your booth set up. Photos will not be returned. (Photos should be emailed to info2@prescottdowntown.com with completed application.)

BOOTH SPACES

- Spaces cannot be shared. Booth size is 15' X 10' with 2' X 15' storage space along the back of the booth. Anything over the allotted space will be charged for a double. Booth must be staffed at all times when items are on display and vendors are not allowed to spread out or utilize any areas beyond the allotted space or on adjacent walkways. Vendors may not use trees, benches or other county property as displays.
- No vendor space available for trailers or food trucks.
- Vendors will provide canopies, tables and/or display units for merchandise. Delivery, handling, erecting, and removal of booth display, equipment & materials (i.e; trash, zip ties, etc.) are the responsibility of the vendor.
- No ground covers or mats are allowed on the grass. Ground cover is required for food vendors along Gurley Street.

PARKING

- Vendor parking is NOT ALLOWED on or around the Courthouse Plaza during the show unless you are loading or unloading. MOVE vehicles to reserved event parking at Prescott Mile High Middle School field immediately after unloading. *Event parking will accommodate self-contained units. No plug ins.*
- All vehicles must be *off the school property no later than 6:00 PM on the final day of the show.*

PAYMENT

- **Non-refundable \$30 Application Fee payable to Prescott Downtown Partnership.** Submit a separate check or complete the credit card information on the application fee.
- **Booth fee payment via credit card or check payable to the Prescott Chamber of Commerce.**

SAFETY

- A fire extinguisher is recommended for all booths
- Security is provided for the benefit of PDP on Friday, Saturday and Sunday nights, but not for the protection of Vendor merchandise, items or booths, and that any items that are unattended or left on the Plaza overnight remain there at the sole risk of the Vendor.
- NO SMOKING: VENDORS MAY NOT SMOKE WITHIN 10' OF ANY BOOTH, INCLUDING THEIR OWN.

APPLICATIONS

- Applications will be reviewed upon receipt of the \$30 Application Fee payable to Prescott Downtown Partnership, signed application, signed COVID-19 waiver and signed COVID-19 protocols. Booth space will be reserved upon jury acceptance and receipt of 50% deposit, payable to Prescott Chamber of Commerce.

JURY DETAILS

- How images are viewed by jurors: Email photos to info2@prescottdowntown.com. Or mail to the Prescott Downtown Partnership at **P.O. Box 3801, Prescott, AZ 86302-3801**. Be sure your name is included with the email or mail, if application was delivered separately.
- Viewed in the PDP office by jury committee.
- Within a medium category, applications are sorted and may be limited. Determined by jurors.
- Am I allowed to observe the jury process? Jury process is closed.



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APPLICATION
September 4-6, 2021
Yavapai County Courthouse Plaza
Application deadline is July 16, 2021

For PDP use only:	
Received _____	
Check # _____	Amt: _____
Credit card _____	Amt: _____
To Jury: _____	Balance due: _____
Exhibitor notified: _____	
Insurance: _____	
COVID PROTOCOL _____	
Release & waiver _____	

First & Last Name: _____
 Company Name: _____
 Arizona Transaction Privilege Tax License # _____
 Mailing Address: _____
 City _____ State _____ ZIP _____
 Cell # _____ other # _____
 Email Address: _____
 Website if applicable: _____
 Special requirements: Electric (spaces are limited) _____ H2O _____ Handicap space _____
 Vehicle Make & Model _____ Color _____ ST _____ Plate # _____

I wish to exhibit for sale: (only items checked below may be sold at the show)
 Ceramics ____ Drawings ____ Glass ____ Fiber/leather ____ Furniture ____ Jewelry ____ Metal ____ Painting ____
 Photography ____ Premade Food/Cottage Edibles ____ Sculpture ____ Wood ____ Mixed Media or OTHER ____

Describe in sufficient detail for the jury, the materials, techniques and processes in your work including any unique or unusual applications not easily determined by viewing photographs. Use an additional sheet if more space is needed.

Application fee PLUS 50% of booth fee required with application to secure space. Balance due on July 16, 2021.

FEE SCHEDULE

CIRCLE BOOTH SIZE	TENT SIZE	PRICE/INFO
APPLICATION FEE separate payment to PDP, Inc.		\$30 Non-Refundable - payable to PDP, Inc. with application
SALES VENDOR SPACE	10' x 15'	\$425
FOOD SERVICE BOOTH	10' x 15'	\$480 (DOUBLE FOOD BOOTH \$720)
OVERSIZED SPACE	10' x 20'	\$550 - Limited spaces, applies only to #11, 19, 37, 39, 43, 45, 48, 85, 89, 93, 96, 103, 106* 120, 121, 141*, 142
DOUBLE/EXTENDED SPACE	10' X 30'	\$825
ELECTRIC		\$20 PER DAY
PREMIUM SPACE	10' x 15'	\$475 - Spaces 27, 39, 41, 50, 58, 59, 68, 71, 76, 77, 80, 85, 96, 100, 111, 112, 113, 120, 142, 143, 148, 149 & 152

My canopy is 10 X 10 _____ My canopy is 10 x 15 _____ or 10 X 20 (extended) _____

***2021 Booth spaces unavailable; #3, 4, 8, 74, 104, 105, 106, 141 & 148**

Booth space preference given with application fee and 50% of booth fee on or before July 16, 2021

#1 _____ #2 _____ #3 _____



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PAYMENT FOR NON-REFUNDABLE APPLICATION FEE PAYABLE to Prescott Downtown Partnership. Submit a separate \$30 check or complete the below credit card information for the Application Fee (\$3 credit card fee applied).

PAYMENT METHOD

Check # _____ Visa _____ MasterCard _____ American Express (check one) _____
 Card # _____ Exp _____ Security code _____ Amt. _____
 Balance due \$31 _____
 Name on card _____
 Billing zip code _____
 Signature _____

PAYMENT METHOD FOR BOOTH FEE payable to Prescott Chamber of Commerce

Check # _____ Visa _____ MasterCard _____ American Express (check one) _____
 Card # _____ Exp _____ Security code _____ Amt. _____
 Balance due _____ by July 16, 2021 _____
 Name on card _____
 Billing zip code _____
 Signature _____

Location: Yavapai County Courthouse Plaza 120 S. Cortez Street Prescott, AZ 86303

CHECK IN REQUIRED BEFORE SET UP! Vendors who begin setup prior to check in will forfeit their booth fees and be ejected from the show.

- Must check in before setting up. Check in at the Gazebo Friday, September 3, 4-8 pm and Sat. 6am-8am
- Health screening required at check in.
- Set-up: begins Friday, Sept. 3, 2021 at 6 p.m. and must be completed by 9 a.m. Saturday, Sept. 4, 2021
- **SHOW TIMES:**
 - Saturday, 9/4/2021 9 am – 5 pm
 - Sunday, 9/5/2021 9 am – 5 pm
 - Monday, 9/6/2021 9 am – 3 pm

Parking spaces facing the Courthouse Plaza have been reserved for VENDORS from 4PM to 8PM, Friday, Sept. 3, 2021. Must move vehicles from the Courthouse to Prescott Mile High Middle School when done. The Field is RESERVED FOR YOU! *All vehicles must be off Prescott Mile High Middle School property by 6:00 p.m. on the final day of the show! All vendors must be fully packed up from the Plaza by 6:00 p.m. on the final day of the show.*

LIAIBILITY

Release of Liability, Hold Harmless and Indemnification Agreement

I have read, understand and agree to abide by the Rules and all policies, rules, directions and regulations of Yavapai County, the Organizer and Sponsor, including those provided with my application or that may be later supplemented or declared, or changes based on local, state or federal recommendations. On behalf of myself, my heirs and executors, I hereby waive, release, hold harmless and forever discharge the Organizer, the Sponsor, Yavapai County, and all of their employees, agents, volunteers, associates and affiliates ("Released Parties") from any and all claims, actions, liabilities, costs, damages, expenses and attorneys' fees arising out of any theft, bodily injury, death, tangible or intangible property damage, public enemy or act of God, occurring in connection with the scheduled event whether caused by negligence, action or inaction, and hereby waive any right to make a claim, sue or demand thereon. I further agree to indemnify, defend and hold harmless the Released Parties for any violation of the Rules or damages, attorneys' fees and court costs arising from the conduct of that of my agents. I understand that any security provided is solely for the benefit of the Released Parties and not for the protection of my items or booth, and that any items that are unattended or left on the Plaza overnight remain there at my own risk. I specifically agree to be personally responsible for any charges or fines resulting from damage done to the landscaping, sprinkler system or Courthouse Plaza because of my failure to follow the Rules, including the use of stakes, tarps, etc. I also understand any of the "Released Parties" has the right to refuse service and cancel this agreement at any time without cause or warning or for violations of the Rules.

Signature below confirms receipt of the above guidelines and my agreement to follow the guidelines:

Name: _____ Signature: _____ Date: _____



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September 4-6, 2021

COVID-19 Protocol and Vendor Agreement

Protocol to Mitigate Community Spread and Protect Vendors-

- Vendors, staff and volunteers are required to wear face coverings.
- Vendors, staff and volunteers will be required to answer a short health screening questionnaire prior to check in and each morning before the start of the show.
- Vendors, staff and volunteers will be required to submit to a fever screening with touchless thermometer **prior to check in and each morning before the start of the show.**
- We encourage you to implement additional mitigation at your individual booths to the level you are comfortable—You may request shoppers wear face coverings, sanitize before coming in your booth, ask that they do not touch merchandise, etc... ***BUT you must create and bring your own signage to post in a visible location at the beginning of the show.***

The Prescott Downtown Partnership, Inc. will –

- Place signage throughout the venue encouraging anyone not feeling well or exhibiting symptoms to stay home, in accordance with the CDC and Yavapai County Health Department recommendations.
- Place hand-sanitizing stations around the perimeter of the event.
- Mark bathroom lines to indicate 6-foot distancing.
- Plaza trash cans will be closely monitored throughout the event and pulled prior to reaching capacity.
- County restrooms and Porta-A-Johns will be sanitized frequently throughout the day.
- Place signage throughout the event encouraging attendees to exercise safe hygiene practices.
- Provide employees masks, gloves and hand-sanitizer.
- Employees exhibiting symptoms or those who feel unwell will not be working during the show, in accordance with the CDC and Yavapai County Health Department recommendations.
- Messaging will stress personal responsibility and respect for other attendees.

My signature below confirms receipt of the above guidelines and my agreement to follow the guidelines:

Name: _____ Signature: _____ Date: _____



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**Release and Waiver of Liability Relating to
Coronavirus/COVID-19 and variants thereof**

The novel coronavirus, “COVID-19”, has been declared a worldwide pandemic by the World Health Organization and Yavapai County has adopted certain COVID 19 Protocols which you have been provided. Evidence has shown that COVID-19 can cause serious and potentially life-threatening illness and even death.

Prescott Chamber of Commerce, the event organizer and Prescott Downtown Partnership (collectively, “Release Parties”) cannot prevent you, your agents, your employees or your customers from becoming exposed to, contracting, or spreading COVID-19 in connection with use of the Courthouse Plaza, surrounding areas, or the scheduled event. If you choose to participate as a Vendor or Organizer, you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19.

ASSUMPTION OF RISK: I have read and understood the above warning concerning COVID-19. I hereby choose to accept the risk of contracting COVID-19 for myself and/or my agents, employees or customers in order to participate in the scheduled event. I accept the risk of being exposed to, contracting, and/or spreading COVID-19 in order to attend the scheduled event.

RELEASE AND WAIVER OF LAWSUIT/LIABILITY: I hereby forever release and waive my right to bring suit against the Released Parties, and all of their employees, agents, volunteers, associates and affiliates in connection with any exposure, infection, and/or spread of COVID-19 related to attending the scheduled event. I understand that this waiver means I give up my right to bring any claims including for personal injuries, death, disease or property losses, or any other loss, including but not limited to claims of negligence, and give up any claim I may have to seek damages, whether known or unknown, foreseen or unforeseen.

CHOICE OF LAW: I understand and agree that the law of the State of Arizona will apply to this contract and jurisdiction and venue of any claims shall only be filed in the Yavapai County Superior Court.

I HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL PROVISIONS OF THIS RELEASE, AND FREELY AND KNOWINGLY ASSUME THE RISK AND WAIVE MY RIGHTS CONCERNING LIABILITY AS DESCRIBED ABOVE:

Vendor: _____

Date: _____

Signature of Officer / Authorized Representative

Printed Name and Title

Prescott Downtown Partnership, Inc
Prescott Chamber of Commerce
P.O. Box 3801
Prescott, AZ 86302-3801



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September 4-6, 2021

Please review the following Yavapai County Courthouse Plaza Rules. Rules will be strictly enforced by PDP to ensure the sustainability of the historic grounds and landscaping. If you have any questions prior to the show about the rules or the easiest way to adhere to them, please contact PDP.

Yavapai County Courthouse Plaza Use Rules

No vehicles inside plaza – Cars and trailers are not allowed to drive inside the Plaza footprint or walkways during show hours. All load in and load out must take place from the perimeter or the concrete on the south side of the plaza under the direction of organizer.

Sidewalks and Brick Walkways - Do not drive or park on the brick walkways or sidewalks. Driving on the brick walkways and sidewalks will result in a \$100 fine per vehicle.

Load In – Load in for vendors **CANNOT** begin before **6 p.m.**, regardless of judge departure time. If your booth is on the south side of the Plaza, you must wait to be directed in to unload on the concrete. All vehicles entering the Plaza must have an oil drip pan under their vehicle while parked inside the Plaza footprint.

Tent Weights - Tent weights **MUST** be elevated. Concrete blocks are not acceptable tent weights and cannot be placed on the grass.

Tent Stakes - Stakes and anything impaling the grass are prohibited —Use of tent stakes may breach and seriously damage the underground irrigation system and their use will result in a \$50 fine per stake, closure of booth and disqualification from future shows.

Mats and Ground Cover - No mats of any kind are allowed (excluding approved food preparation areas on the sidewalk at Gurley Street).

Product Storage Containers - Crates, boxes, coolers and all storage items must be raised a minimum of 2” off the ground with small blocks of wood or PVC (not to exceed 2” X 4” X 12”) to allow maximum air flow to minimize damage to the grass. PVC smaller than 2” does not allow for adequate air flow. Bring small blocks of wood to elevate all storage/boxes. Bins, boxes and other storage containers cannot sit directly on the grass. They must be elevated to allow for air flow.

Tent Placement - Tents must be set up against the curb.

Displays - Vendors are responsible for handling, erecting, and removing their display materials. No equipment, electricity or materials are provided by Yavapai County or PDP.

Food Vendors - All food Vendors using open flame must have a 2A10BC portable fire extinguisher located in the booth to comply with fire department regulations.

Food Vendors - Food preparation spaces must have a tarp under their booth.

Plaza Infrastructure - Vendors may not use Plaza picnic tables, benches, fencing, flag poles, statues or trees for their displays or exhibits. Do not lean on or tie anything to these structures.

Damage - If damage is noted by the County, the Vendors will be responsible for the cost of the repair, any fines incurred and agree to indemnify PDP.



Territorial Days Arts & Crafts Show
June 12 & 13, 2021

Security - Security is provided for the benefit of PDP on Friday, & Saturday nights, but not for the protection of Vendor merchandise, items or booths, and that any items that are unattended or left on the Plaza overnight remain there at the sole risk of the Vendor.

Booth Attendant - Registered Vendors must be available in the booth during show hours. No dealers, agents or representatives will be allowed. *Due to Covid-19 we will allow an alternate representative to man your booth.*

Hours of Operation - Booth must be staffed and remain open during show hours.

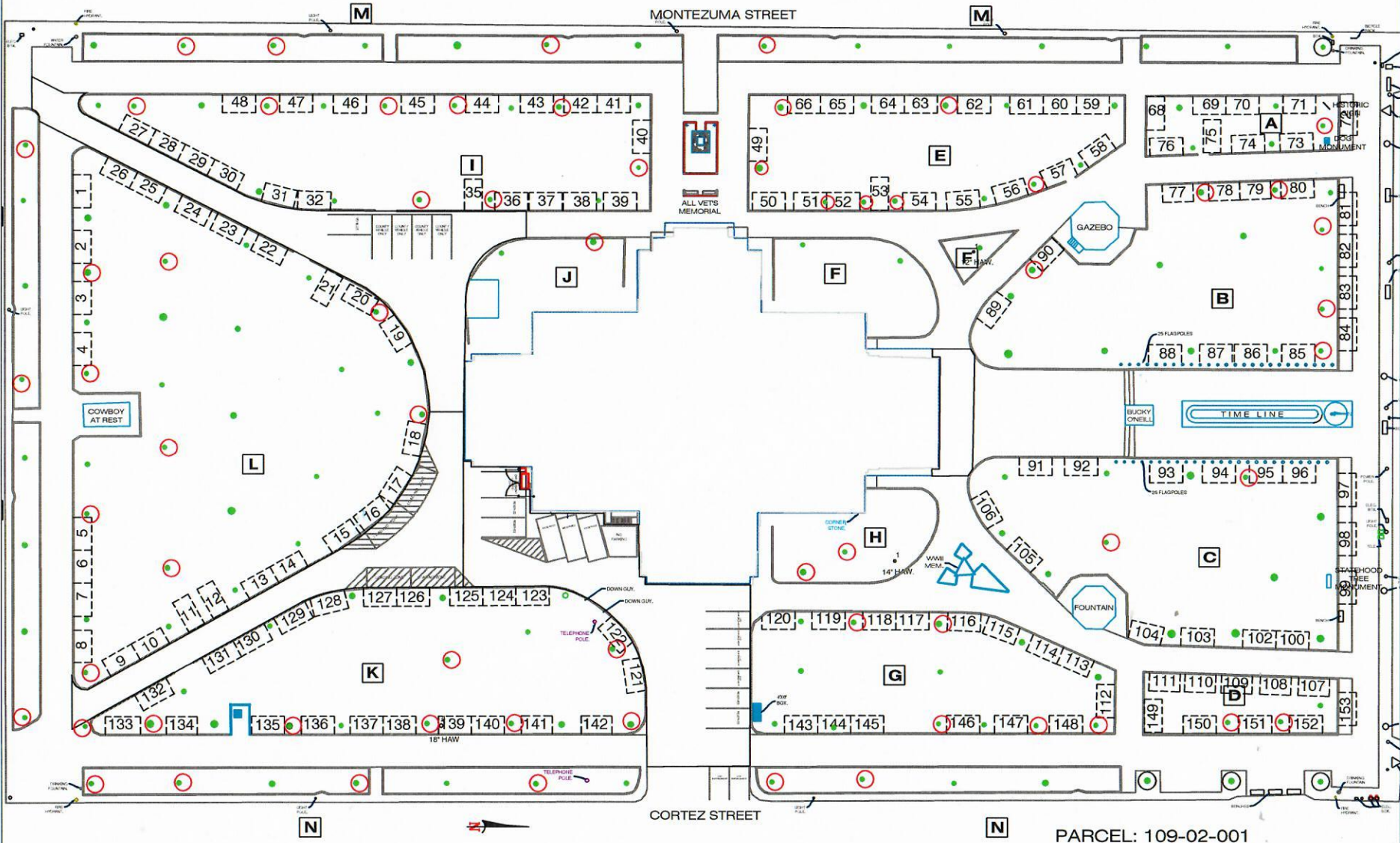
Booth Structure – Awnings and overhangs that could present a danger to the public must be flagged and/or padded for safety. No areas beyond the allotted space or on adjacent walkways should be utilized by Vendors and no obstacles, merchandise or items should be placed on the brick walkways or sidewalks.

You will be given an opportunity to correct any violations, with the exception of ‘Stakes’ and all must be corrected by noon on the first day of the show.

VIOLATIONS / DAMAGE	FEE SCHEDULE
Stakes in the ground	\$50.00/stake/day
Crates, boxes, etc. not properly elevated at least 2" off the ground	\$200.00/booth/day
Weights not suspended	\$200.00/booth/day
Items tied to or leaning on trees or park furniture or statuary	\$200.00 / occurrence
Driving on I-blocks	\$200.00 / occurrence
Grease/oil on I-block or concrete	\$500.00 / occurrence
Unauthorized use of Plaza driveways, early set-up, or late take-down of booths or equipment	\$200.00 / occurrence

Failure to follow the foregoing Rules of Yavapai County will result in immediate fines and disqualification of future shows on the Courthouse Plaza. At the sole discretion of PDP, Vendors may be given an opportunity to correct any infractions before being asked to permanently close their booths. If you have any questions, contact a PDP representative before set up.

CL MONTEZUMA ST.



SURVEYED BY: M BUNN, J WARFIELD, JUN 7, 1994
 DRAWN ORIGINALLY BY: B ISAACSON

PARCEL: 109-02-001

FACILITIES
 DIRECTOR: KENNY VANKEUREN

PROJECT:	SCALE: 1" = 60'	DATE:
DESIGN BY:		
REV. DRAWN BY: WPC		4/2002
CHECKED BY:		



SITE PLAN - DISPLAY BOOTHS
 COURTHOUSE PLAZA, PRESCOTT, AZ 86303

