



Fall Fest In the Park  
October 2-3, 2021  
Yavapai County Courthouse Plaza  
**Application deadline is August 20, 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.







DEWEDUN  
October 2-3, 2021

**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 August 20, 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, October 1, 4-8 pm and Saturday 6-8am
- Health screening required at check in.
- Set-up: begins Friday, Oct. 1, 2021 at 6 p.m. and must be completed by 9 a.m. Saturday, Oct. 2, 2021
- **SHOW TIMES:**
  - Saturday, 10/2/2021 9 am – 5 pm
  - Sunday, 10/3/2021 9 am – 4 pm

Parking spaces facing the Courthouse Plaza have been reserved for VENDORS from 4PM to 8PM, Friday October 1, 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: \_\_\_\_\_













