



## OFFSTREET FESTIVAL

May 29-31, 2021

3-day show across the street from the Y.C. Courthouse Plaza

**Application deadline is April 1, 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 and Y.C. Courthouse arts and crafts shows. 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**

[info2@prescottdowntown.com](mailto:info2@prescottdowntown.com) Email preferred.

**(928) 443-5220**

### **ENTRY REQUIREMENTS**

The Prescott Chamber of Commerce and the Prescott Downtown Partnership reserve the right of final determination of all vendors. If the work does not meet acceptable guidelines, the Committee reserves the right to immediately terminate said display and prohibit sales. The Committee reserves the right to remove any vendor and their display for any violation of the rules of this show.

- **NEW in 2021**, 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, their employees, agents, and affiliations.
  - Primary and Non-Contributory
  - Waiver of Subrogation
  - Coverage and plans may vary.
  - Contact your insurance agent for event insurance
- Non-refundable \$30 Application Fee payable to Prescott Downtown Partnership. **Submit a separate check or complete the credit card information for the application fee.**
- **Booth fee payment via credit card or check payable to Prescott Chamber of Commerce.**
- Email applications with credit card payment and photos to [info2@prescottdowntown.com](mailto:info2@prescottdowntown.com), fax to (928) 443-5404 or mail checks and application to Prescott Downtown Partnership.
- Include signed Release & Waiver of Liability Relating to Coronavirus/COVID-19 and variants thereof with application.
- Booth sizes are approximately 10' X 12' on the asphalt parking lot or dirt lot.
- No spikes are allowed. Tent weights required
- Required: Arizona Transaction Privilege Number. Contact the AZ Department of Revenue.
- Vendors are responsible for collecting TAX
- No water or electricity available. Only quiet generators are allowed.
- Submit photos of your product and booth set-up.
- Booth must remain open for business during all show hours.
- **SHOW PARKING PASS** shall be displayed on the dashboard of all vehicles related in any way to a show booth space.



- VENDOR PARKING is at Mile High Middle School and must be used. No parking within 2 blocks of the Courthouse during show hours. No exceptions. Violators may be required to forfeit booth space.
- Dry camping is permitted around the athletic field.
- All vehicles must be OFF Mile High Middle School property by 5:00 p.m. Monday!
- A fire extinguisher is recommended for all booths
- No vendor space available for trailers or food trucks.
- Vendor will provide canopies, tables and/or display units for merchandise. Delivery, handling, erecting, and removal of booth display, equipment & materials (i.e. rocks, blocks, and trash) are the responsibility of the vendor.
- Ground coverings are allowed in this show.
- Security is provided for the benefit of PDP and the Chamber of Commerce, 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.
- 15' canopies can be accommodated only in "Premium Spaces" or double spaces.

**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 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.
- Trash cans will be closely monitored throughout the event and pulled prior to reaching capacity.
- 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: \_\_\_\_\_



## OFFSTREET FESTIVAL APPLICATION

### May 29-31, 2021

**Location: Prescott Chamber parking lot, 117 W. Goodwin Street.** Southwest corner of W. Goodwin and S. Montezuma Street - Prescott, AZ 86303

#### SHOW TIMES:

- Set-up: begins Friday, May 28, 2021 at 12 p.m. and must be completed by 9 a.m. Saturday, May 29, 2021
- **Show Times:**
  - Saturday, 5/29/21 9 am – 5 pm
  - Sunday, 5/30/21 9 am – 5 pm
  - Monday, 5/31/21 9 am – 3 pm

**All vehicles must be off Prescott Mile High Middle School property by 5:00 p.m. Monday!**

#### PRODUCTS

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 the photos.

#### SCREENING PROCESS

Artists/crafts people will be notified in writing if their work has been accepted or denied. We reserve the right to deny applicants regardless of previous acceptance.

#### SPACES

Booth size is 10' x12'. Premium spaces are 10' x 15', Oversized double spaces are 10' X 30'.

#### APPLICATIONS

Send the completed application, check for the \$30 Application Fee or credit card for \$31 Application Fee to Prescott Downtown Partnership. Applications will be accepted with the APPLICATION FEE, completed application, signed COVID-19 waiver and guidelines acknowledgment to Prescott Downtown Partnership. Spaces will be assigned upon receipt of 50% deposit, completed application and support documents. See payment section of application for correct endorsement.

Photo requirements for the jury committee are: photos of each product type (i.e.: jewelry and wall décor) and one photo of booth set-up and display by April 1, 2021.

#### JURY DETAILS

- How images are viewed by jurors: Email photos to [info2@prescottdowntown.com](mailto:info2@prescottdowntown.com). Or mail to the Prescott Downtown Partnership at the above address. Be sure your name is on the EMAIL if you mailed the application. Viewed in the PDP office by jurors.
- 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.

#### FEE SCHEDULE

**Application fee and 50% booth fee deposit required to secure booth space. Balance due on April 1, 2021.**

**APPLICATION FEE PAID SEPARATELY to PDP, inc., Booth fees paid to Prescott Chamber of Commerce.**

No electricity or water available at OFF-STREET FESTIVAL

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### May 29-31, 2021

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 \_\_\_\_\_ ADA space \_\_\_\_\_  
 Vehicle Make & Model \_\_\_\_\_ Color \_\_\_\_\_ ST \_\_\_\_\_ Plate # \_\_\_\_\_

I wish to exhibit for sale: (only items checked below may be sold at the 2021 Territorial Days Arts & Craft 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 the back of application if more space is needed.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

| CIRCLE BOOTH SIZE                                    | TENT SIZE | PRICE/INFO No electricity or water available at OFF-STREET FESTIVAL |
|--|-----------|---|
| APPLICATION FEE <b>separate payment to PDP, Inc.</b> |           | \$30 Non-Refundable - <b>payable to PDP, Inc. with application</b>  |
| VENDOR SPACE   | 10' x 12' | \$325 (\$650 Double 10'X24')  |
| FOOD VENDOR SPACE                                    | 10' X 12' | \$395 (\$765 Double 10'X24')  |
| PREMIUM SPACE  | 10' x 15' | \$400 - Spaces 1, 10, 19, 28, 37                                    |

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

**PAYMENT FOR NON-REFUNDABLE APPLICATION FEE PAYABLE to Prescott Downtown Partnership.** Submit a separate \$30 check or complete the credit card information for the "Application Fee".

**PAYMENT METHOD**

Check # \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ American Express (check one) \_\_\_\_\_  
 Card # \_\_\_\_\_ Exp \_\_\_\_\_ Security code \_\_\_\_\_ Amt. \_\_\_\_\_  
 Balance due \_\_\_\_\_ \$31\_ (\$30 fee plus \$1 cc fee) \_\_\_\_\_  
 Name on card \_\_\_\_\_  
 Billing zip code \_\_\_\_\_  
 Signature \_\_\_\_\_

**PAYMENT METHOD FOR BOOTH FEE**

Check # \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ American Express (check one) \_\_\_\_\_  
 Card # \_\_\_\_\_ Exp \_\_\_\_\_ Security code \_\_\_\_\_ Amt. \_\_\_\_\_  
 Balance due \_\_\_\_\_ by April 1, 2021 \_\_\_\_\_  
 Name on card \_\_\_\_\_  
 Billing zip code \_\_\_\_\_  
 Signature \_\_\_\_\_



# OFFSTREET FESTIVAL APPLICATION

## May 29-31, 2021

### **VENDOR LIABILITY**

#### **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.

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

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



OFFSTREET FESTIVAL APPLICATION  
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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:**

Sponsor: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Officer / Authorized Representative

\_\_\_\_\_  
 Printed Name and Title