



# VENDOR APPLICATION

Faire on the Square Arts & Craft  
Show September 2-4, 2023  
Yavapai County Courthouse Plaza  
Application Deadline: August 2, 2023

FOR OFFICE USE ONLY

Space #	# _____
Amt. Paid	\$ _____
Ca/Ck/CC	# _____
Bal. Due	\$ _____
Date Bal. Pd.	_____
Acpt. Sent	_____
Electricity	_____

FIRST/LAST NAME

BUSINESS NAME

TAX ID#

ADDRESS

CITY/STATE

ZIP CODE

PHONE

EMAIL

VEHICLE 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 Plaza.

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.**

Please include: 10 photographs, minimum: 4 of Booth set-up, 4 (minimum) of items to be sold, 2 of artist creating work.

## FEE SCHEDULE

A minimum deposit of 50% is required with application submission. The remaining balance must be paid in full 30 days prior to the show.

No reminder will be sent. If you need to cancel your booth 30 days prior to the event, a full amount may be refunded, less the

**\$50 Cancellation Fee.** If it is after the 30 days prior mark, you will not receive a refund and will forfeit the booth space.

Arts and Crafts are integrated. Space allocation is on a first-come, first-paid basis.

Please indicate space assignment preference: #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

**NOTE: The following spaces are OUT OF SERVICE for 2023: 25, 33, 61, 66, 93, 94, 97, 105, 106, 112 and 129.** The following spaces cannot accommodate 15' canopies: 1, 6 and 67. Please keep this in mind when requesting spaces. We will accommodate your preference if possible.

**NOTE: No friers with oil are allowed on the Courthouse Plaza. The use of cooking oil is prohibited on the Courthouse Plaza.**

**NOTE: The following spaces are the only spaces for Food Vendors for 2023: A-J.**

CHECK WHICH APPLIES	TENT SIZE	PRICE/INFO   FOR ELECTRICITY ADD: \$25 (limited availability – perimeter of Plaza only)
<input type="checkbox"/> ARTIST BOOTH	10 X 15	\$625
<input type="checkbox"/> DOUBLE ARTIST BOOTH	10 X 30	\$1,025 Limited spaces - Please contact Prescott Chamber of Commerce for separate information
<input type="checkbox"/> FOOD VENDOR BOOTHS	10 X 15	\$680 Spaces A-J ONLY
<input type="checkbox"/> DOUBLE FOOD VENDOR BOOTH	10 X 30	\$1,115 Limited spaces - Please contact Prescott Chamber of Commerce for separate information
<input type="checkbox"/> BOOTH ELECTRICITY \$50		<input type="checkbox"/> I would like to only pay the deposit now, and the rest later.

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## PAYMENT METHOD

Check # \_\_\_\_\_

(PAYABLE TO PRESCOTT CHAMBER OF COMMERCE)



Visa



MasterCard



American Express

Card # \_\_\_\_\_ Exp. \_\_\_\_\_ Security Code \_\_\_\_\_

Make check payable & mail to:  
Prescott Chamber of Commerce

Name on Card \_\_\_\_\_

117 W Goodwin St • Prescott, AZ 86301

Billing Address \_\_\_\_\_

Ph. 928.445.2000 ext. 117

Signature \_\_\_\_\_

website: [www.prescott.org](http://www.prescott.org)

email: [crystal@prescott.org](mailto:crystal@prescott.org)

\* Deposits are collected at the time of application processing and are non-refundable after 30 days prior to the show.

\* **A \$50.00 Cancellation Fee will be applied for any cancellations after application is accepted.**

\* The final payment will be charged to this card 30 days prior to event unless otherwise specified to the Prescott Chamber of Commerce.

## VENDOR LIABILITY

I, (please print your first and last name) \_\_\_\_\_ have read and agree to abide by the rules and all policies, directions, and regulations of Yavapai County and the Prescott Chamber of Commerce, including those with my application 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 Prescott Chamber of Commerce and all 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, attorney's 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 Plazas 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.

## INSURANCE

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, Yavapai County, their employees, agents, and affiliations. Coverage must be on a primary and non-contributory basis and must include a waiver of subrogation in favor of the Additional Insured(s). 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.

\_\_\_\_\_ I have read and agree to the City of Prescott and Prescott Chamber of Commerce Rules & Regulations.

\_\_\_\_\_ I have read and agree to the Submission Process.



Check here if you are a first-time vendor in a Prescott Chamber of Commerce show.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

MAIL TO: Prescott Chamber of Commerce, 117 W Goodwin St., Prescott, AZ 86303 or email to [Crystal@prescott.org](mailto:Crystal@prescott.org)