



CHAMBER of COMMERCE

117 W. Goodwin Street  
Prescott, AZ 86303  
928.445.2000  
www.Prescott.org

## PRESCOTT CHAMBER OF COMMERCE OFF STREET AND BLUEGRASS FESTIVAL RULES & REGULATIONS AND SUBMISSION PROCESS

### 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.

### ARIZONA STATE TAX I.D. REQUIRED

This applies to all exhibitors. 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.

### APPLICATIONS

Applications will be reviewed upon receipt of the 50% deposit, Tax I.D. Number, signed application, signed Rules and Regulations. Booth space will be reserved upon jury acceptance and receipt of 50% deposit, payable to Prescott Chamber of Commerce.

### PAYMENT

50% deposit is due with completed & signed application. Submit a check or complete the credit card information on the application or on-line. The remaining amount for your space is due 30 days prior to event dates. If you need to cancel your booth 30 days prior to the event, a full amount may be refunded, however there will be a **\$50 NON REFUNDABLE Application Fee**. If it is after the 30 day prior mark, you will not receive a refund and will forfeit the booth space.

### PHOTOS TO INCLUDE WITH YOUR APPLICATION

Every application for the Chamber of Commerce sponsored event 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. Photos may be submitted by mail with the application or by email to [Events@prescott.org](mailto:Events@prescott.org) - photos will not be returned. One set of photos per season is sufficient per artist if applying for more than one Chamber. Applications are considered on a first come – first paid basis. Notifications will be made as soon as decisions are reached. Submit a minimum of 3 photos with application: 1 of booth display, 2 of your merchandise. \*Items unrelated to those in the photos may not be offered for sale in the booth.

### CHECK-IN / SHOWTIMES

OFF STREET FESTIVAL – Check-in begins on Friday at the Chamber Tent from 4:00 pm to 6:00 pm. Set up may begin once checked in. Check in resumes Saturday morning at 7:00 am. All set up must be completed by 8:30 am on Saturday. This is a 2-day show. - Saturday 9:00 am to 5:00 pm, Sunday 9:00 am to 4:00 pm.

BLUEGRASS FESTIVAL - Check-in begins on Friday at the Chamber Tent from 3:00 pm to 6:00 pm Set up may begin once checked in. Check in resumes Saturday morning at 6:30 am. All set up must be completed by 8:30 am on Saturday. This is a 2-day show. - Saturday 9:00 am to 5:00 pm, Sunday 9:00 am to 3:00 pm.

## **LOADING AND UNLOADING**

Driving of motorized vehicles, cars, or trailers is strictly prohibited within show site, walkways, and driveways at all times. All Load in and load out must take place from the perimeter roads and parking spaces. Vendors shall move their vehicles as soon as unloading and/or loading is completed. There will be fines associated with any vehicles in violations.

## **PARKING**

Exhibitor parking is ONLY allowed in designated parking areas. Parking details will be provided for OFFSTREET. (This includes handicap parking spaces.) Bluegrass Festival event parking shall be at Mile High Middle School field, which accommodates self-contained camping units. A copy of the show parking pass shall be displayed on the dashboard of all vehicles related in any way to a show booth space.

### **EVENT PARKING FOR EXHIBITORS**

During OFFSTREET Festival a designated parking area will be provided. Details will be provided at check-in. During Bluegrass Festival 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 Plaza is allowed by exhibitors during the event. (This includes handicap parking spaces.) Violating this policy may result in disqualification from future shows.

### **DON'T USE CUSTOMER PARKING FOR YOUR OWN VEHICLE**

Vendors are kindly requested to utilize designated parking areas at Pine Ridge Marketplace, ensuring that parking spaces reserved for patrons remain available. For the Bluegrass Festival street parking surrounding the Plaza is for customers at the event AND customers for the downtown businesses surrounding the Square.

## **HOURS OF OPERATION**

Booth must be staffed and remain open during show hours. **All vehicles must be off Prescott Mile High Middle School property and all vendors must be fully packed up from the show site by 6:00 pm on the final day of the show.**

## **CURB YOUR BOOTH**

The front legs of your canopy must touch the designated space of your booth. This has been found to be most safe for shoppers.

## **NO STAKES IN THE PAVEMENT OR GROUND**

Nothing may be pierced into the pavement/cement/asphalt, either to secure your tent or to display items. This includes, but is not limited to: tent stakes, nails, spikes, yard art, etc. Use of stakes may breach and seriously damage the underground irrigation system and their use may result in closure of booth and disqualification from future shows

## **WEIGHT YOUR TENT**

Tents must be weighted at all times. Nothing may be pierced into the pavement/cement/asphalt.

## **SHOW SITE INFRACTIONS**

Nothing may be affixed to or leaned on a tree, sign, flagpole, fencing, buildings, or park furniture. Exhibitors are responsible for handling, erecting, and removing display materials. No equipment or materials are provided.

## **ANY DAMAGE VIOLATIONS RESULTING IN FINES IS THE RESPONSIBILITY OF THE EXHIBITOR**

If damage is determined by the Yavapai County, the exhibitor will be responsible for the repair/clean-up costs/fines incurred and agree to indemnify the Prescott Chamber of Commerce and the City of Prescott. If damage is determined by the Pine Ridge Marketplace Property Manager, the exhibitor will be responsible for the repair/clean-up costs/fines incurred and agree to indemnify the Prescott Chamber of Commerce and the City of Prescott.

## **BOOTH STRUCTURE**

Awnings and overhands that could present a danger to public must be flagged and/or padded for safety. No areas beyond the allotted space or 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 12:00 on the first day of the show.



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## **BOOTH ATTENDANT**

Registered Vendors must be available in the booth during show hours.

## **NO POLITICAL OR RELIGIOUS LITURATURE MAY BE DISTRIBUTED**

Literature regarding the artwork or galley is permitted.

## **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 walker for all trash, do NOT use pedestrian trash cans. Double check your space and surrounding before departing.

## **NO WATER / NO ELECTRICITY**

There is no water or electricity service available for booths.

## **GENERATOR**

Only quiet generators are allowed if permitted. If your generator is too loud, you may be asked to go without the use of your generator. (Check with Events before using a generator.)

## **FOOD VENDOR BOOTHS MUST USE A FIREPROOF CANOPY**

## **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.
6. Signed Rules & Regulations and Submission Processes

## **SAFETY**

A fire extinguisher is recommended for all booths. Security is provided for the benefit of PCOC on Thursday, 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 show site overnight remain there at the sole risk of the Vendor.

**NO SMOKING: VENDORS MAY NOT SMOKE WITHIN 10' OF ANY BOOTH, INCLUDING THEIR OWN.**

## **ADDITIONAL INFORMATION**

Tax Rate: 8.35% (This includes State, County & City Sales Tax). There is NO SMOKING within 10 feet of ANY booth, including your 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.

## **QUESTIONS?**

All questions can be asked by emailing Crystal at [Events@prescott.org](mailto:Events@prescott.org) or by calling 928-445-2000, x 117. Please use email when possible. Prior to mailing your application, make a copy for yourself for future reference.