



117 W. Goodwin Street
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www.Prescott.org

YAVAPAI COUNTY COURTHOUSE AND PRESCOTT CHAMBER OF COMMERCE RULES & REGULATIONS FOR GROUNDS USE (Territorial Days, Labor Day & Fall Show)

1. NO STAKES IN THE GROUND

- NOTHING may be pierced into the lawn/ground, 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.

2. WEIGHT YOUR TENT

- Weights must be suspended - They may not rest on the grass.
- Concrete blocks or water jugs are not acceptable tent weights.

3. ELEVATE ALL FLAT-SURFACE ITEMS

- **ALL FOUR EDGES OF: BOXES, COOLERS, PALLETS, TUBS, OR OTHER FLAT ITEMS MUST BE RAISED 3", ALLOWING AIRFLOW, TO MINIMIZE DAMAGE TO GRASS.** Bring PVC pipe pieces greater than 2" tall or wood blocks greater than 2" tall. . Suggestion: Bring 2" x 4" or 2" x 2" wood, a maximum length of 12 inches, to create this elevation stacked.

4. NO GROUND-COVERS OF ANY KIND MAY BE PLACED ON THE GRASS AT ANY TIME

- This includes RV mats, rubber mats, rugs, tarps or cloths, canopy walls, plastic bags, etc.

5. PLAZA INFRASTRUCTURE

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

6. CURB YOUR BOOTH

- The front legs of canopy must touch the curb. This has been found to be most safe for shoppers.

7. VEHICLES INSIDE PLAZA

- Driving of motorized vehicles, cars and trailers is strictly prohibited to drive on the Plaza "I" blocks, walkways, and driveways at all times.
- **Important Change:** Permission has been arranged for artists in spaces 8-16 and 112-123 to drive into the south portion of the county property from Union Street. Each artist must show proof of an oil drip tray upon entry from Union Street. This must be used the entire time the vehicle is parked on county property, both for unloading and loading. *There are no exceptions!*
- As always, artists are expected to unload and load in a timely manner and be considerate of other artists using the area. This is **1 way only** – enter from Union Street; exit east spaces 9-18 and 121 – 132 at the corner of Goodwin & Cortez; exit west spaces 17-34 at the corner of Goodwin & Montezuma.

8. LOAD IN

- Load in for vendors CANNOT begin before 6 p.m., regardless of judge departure time.

9. ANY DAMAGE VIOLATION 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.

10. **A PORTABLE FIRE EXTINGUISHER IS RECOMMENDED FOR EACH BOOTH.**

11. **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 preparation spaces must have a tarp under their booth.
- **No fryers with oil are allowed on the Courthouse Plaza.**

12. **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.

13. **EXHIBITOR IS RESPONSIBLE FOR THE SECURITY OF HIS/HER OWN PROPERTY PORTABLE FIRE**

- Security is provided each night of the event; however, is not liable for Vendor merchandise, items, and booths.
- Items that are unattended or left on the Plaza overnight remain there at the sole risk of the Vendor.

14. **BOOTH ATTENDANT**

- Registered Vendors must be available in the booth during show hours.
- No dealers, agents, or representatives will be allowed.

15. **HOURS OF OPERATIONS**

- Booth must be staffed and remain open during show hours.
- Set-up **MUST BE COMPLETED** and ready for inspection by **9:00AM.**
- Breakdown **MUST BE COMPLETED** by **6:00 pm** on the final day of the show.

16. **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.

17. **NO POLITICAL OR RELIGIOUS LITERATURE MAY BE DISTRIBUTED**

- Literature regarding the artwork or galley is permitted.

You will be given an opportunity to correct any violations, with the exception of stakes and all must be corrected by 12:00 pm on the first day of the show.

We reserve the right to decline any vendor application at our sole discretion if the vendor's products, services, or presentation are deemed inconsistent with the goals, standards, or appropriateness of the event.