

Prescott Chamber of Commerce
29th Annual FALLFEST IN THE PARK
Featuring Arts & Crafts & Other Specialties
October 5-6, 2019

OFFICE USE ONLY	
Space #	_____
Amt. Pd.	_____
Ca/ck/cc	_____
Bal. Due	_____
Date Bal. Pd.	_____
Photos Rec'd	_____
Acpt. Sent	_____
Electricity	_____

APPLICATION

Write clearly, complete both sides of this form and sign the liability declaration. Return payment, application & photos to Prescott Chamber of Commerce.

FIRST NAME _____ LAST NAME _____

BUSINESS NAME _____

ADDRESS _____ check if new _____

CITY _____ STATE _____ ZIP _____

PHONE _____ check if new _____ E-MAIL _____ check if new _____

Vehicle Information:* 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 square.

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.

My canopy is 10 x 10 _____ or My canopy is 10 x 15 _____ or My canopy is 10 x 20 _____

*This regards the vehicle you will use at the Show. (Attach sheet if more space required.)

◆ A non-refundable \$50 deposit will hold your space until September 6, 2019. At that time the balance must be paid in full or the deposit will be forfeited. No reminder will be sent.

All cancellations must be made prior to September 6, 2019 to receive a refund. (Refunds are less \$50 of prepaid fees.)

FEE SCHEDULE:

\$ _____ Artist's Booth 15' x 10' (a few are 10' x 15') space is \$250

\$ _____ Food Service Booths 15' x 10' is \$275.

\$ _____ Double Booth 30' x 10' is \$475 (Double Food Service = \$525)

\$ _____ Oversize Booth 20' x 10' is \$350 - applies ONLY to Spaces 37, 39*, 43, 45, 70, 79, 89, 103, 106*, 117, 120, 121, 141, 142. (*out of service 2019)

\$ _____ Electricity - add \$15 (limited availability - perimeter of square only)

NOTE: Spaces south of Courthouse steps are not used for FallFest In The Park.

◆ **NOTE:** The following spaces are OUT OF SERVICE for 2019: 38, 39*, 66, 105, 106*, 108, 109, 150 and 152. Spaces 33, 34, 35, 67 and 77 are *permanently removed*. Please keep this in mind when requesting spaces. We will accommodate your preference if possible.

◆ Arts and Crafts are integrated. Space allocation is on a first-come, first-paid basis. Please indicate space assignment preference: #1 _____ #2 _____ #3 _____

◆ **Send :** Payment

_____ Check (PAYABLE TO PRESCOTT CHAMBER OF COMMERCE) or

_____ Credit Card: Name on Card _____ Street # & Zip linked with card _____

Card Number _____ Expiration Date _____

ENTER AMOUNT PAID \$ _____

If you choose to pay a deposit by credit card, the balance will be charged to the same card on the due date.

4 photographs, minimum: 1 of Booth set-up, 2 (minimum) of items to be sold, 1 of artist creating work.

Self-addressed Stamped Envelope for acceptance/denial

If preferred, photos may be sent by email to scott@prescott.org Photos will not be returned.

Required: AZ Tax I.D. Number _____

Required: Prescott Business License Number _____

LIABILITY

I, (please print your name) _____ have read and agree to abide by the rules and regulations, which I received with my application. I understand that the booth must be staffed at all times when my items are on display and that I may not spread out beyond my allotted space. In addition, I hereby release and hold harmless the PRESCOTT CHAMBER OF COMMERCE from any and all liability, including, but not limited to theft, personal injury, bodily injury, strike, public enemy, or act of God, and to further indemnify it for any damages arising from my conduct at Territorial Days. I understand that any items left on the Plaza overnight remain there at my own risk. I further understand that I am liable for any charges resulting from damage done to the Courthouse Plaza by my failure to follow the rules and regulations regarding stakes, tarps, etc. I will park in the designated areas.

_____ Check here if first-time vendor in Prescott Chamber of Commerce sponsored show.

SIGNATURE _____ DATE _____

MAIL TO: Prescott Chamber of Commerce, P.O. Box 1147, Prescott, AZ 86302-1147,
or FAX to 928-445-0068, or email to scott@prescott.org.

Please *keep* these pages for reference

COUNTY COURTHOUSE RULES FOR GROUNDS USE

- 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.
- Place booth **FLUSH WITH CURB** (front legs of canopy will touch the curb)
- **NOTHING MAY BE PIERCED INTO THE LAWN/GROUND** (tent stakes, nails, spikes, yard art, etc.), either to secure your tent or to display items. **WEIGHT YOUR TENT!** Weights must be suspended. (They may not rest on the grass.)
- **ALL ITEMS** (boxes, coolers, pallets, tubs or other flat items) must be elevated off the ground, allowing airflow to minimize damage to grass. Suggested: Use 2" x 4" wood, a *maximum of 12"* long, to create this elevation.
- **NOTHING** may be affixed to or leaned on a tree, statue or park furniture.
- Exhibitors are responsible for handling, erecting and removing display materials. No equipment or materials are provided.
- Exhibitors are responsible for keeping their area clean during and after the show. *Use the dumpsters located along the southwest inner walkway* for all trash; do NOT use pedestrian trash cans.
- Double-check your space and surroundings before departing. **YOUR TRASH IS YOUR RESPONSIBILITY!**
- A portable fire extinguisher is recommended for each booth.
- **NO GROUNDCOVERS OF ANY KIND** shall be placed on the grass at any time, including previously-accepted RV Mats. Also: **No tarps, canopy walls, plastic bags, cloth covers, etc. may be stored on the grass.**
- Vehicles are NOT ALLOWED to drive or park on the brick (I-block) driveways or sidewalks.
- If damage is determined by Yavapai County, exhibitor will be responsible for the repair/clean-up costs.
- Security is provided each night of the event; however, is not liable for loss or damage. **Exhibitor is responsible for the security of his/her own property and leave their work at their own risk.**
- Exhibitors are prohibited from distributing literature of, or promoting, any religious or political organization. Literature regarding the artwork or gallery is permitted.
- **Tax Rate: 9.1%** (This includes State, County & City Sales Tax). A Prescott City Business License is required for each exhibitor.
- **NO SMOKING:** Exhibitors may not smoke within 10 feet of ANY booth, including their own.
- **Water or Soda** may be sold **ONLY** by Sister City / Chamber of Commerce.

Parking

- **Friday Evenings:** Spaces around the Square are closed to others and **RESERVED FOR YOU** for unloading. **Please display your parking pass on your dashboard. (This is included with the acceptance letter.)**
- Exhibitors shall move their vehicles as soon as unloading and/or loading is completed.
- **EVENT PARKING for Exhibitors:** During 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 Square is allowed by exhibitors during the event. (This includes handicap parking spaces.) **Violating this policy will result in disqualification from future shows.**

There are a limited number of spaces for Non-Profits at each show.

Rev. 1/2019

Check-in Times

Check-in begins on Fridays, at the Gazebo after 4:00pm. Set up *begins after* the Judges leave the Courthouse, which is *estimated* to be 6:00 p.m. NOTHING may be brought onto the grounds prior to this – no matter what time it is! Check-in resumes Saturday morning at 6:30 a.m. All set-up must be completed by 8:30 a.m. Saturday.

Show times: 2-day shows – Saturday 9-5, Sunday 9-4
3-day shows – Saturday 9-5, Sunday 9-5, Monday 9-3

TWO LICENSES REQUIRED

This applies to all exhibitors:

- 1) You are required to have a Prescott Business License. This license expires December 31 of each year. This is \$35 annually. You may apply and renew online at www.prescott-az.gov/business/license/ If you have questions regarding this license, please call City of Prescott Tax & Licensing at 928/777-1268.
- 2) You are required to have an Arizona Tax I. D. Number. You may apply for this at www.aztaxes.gov. There is a one-time \$5 fee. Each exhibitor is responsible for the collection of appropriate sales tax.

Questions?

All questions can be asked by emailing Scott or Jill Currey at scott@prescott.org or by calling 928-445-2000, x 112. Please use email when possible. Prior to mailing your application, make a copy for yourself for future reference. Applications may be FAXed to 928-445-0068.

Space Assignments

Non-Profit Space assignments are made 2-3 weeks prior to the show. Please attach a note to your application with any special needs your group has in regard to your space.

Check-in Times

Check-in begins on Fridays, at the Gazebo after 4:00pm. Set up will start **AFTER** the Judges leave the Courthouse (*approximately 6:00 p.m.*)

SHOW TIMES: (2-day show) Saturday 9-5, Sunday 9-4
(3-day show) Saturday & Sunday 9-5, Monday 9-3

Questions?

Any questions can be asked by e-mailing Scott or Jill Currey at scott@prescott.org or by calling 928-445-2000, x 112. Please use email when possible. Prior to mailing your application, make a copy for yourself for future reference. FAX number 928-445-0068.

Provide a copy of these rules to every participant from your organization, as well as a Parking Pass for every vehicle affiliated with this event.