



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

## EXHIBITOR SUBMISSION PROCESS

(Territorial Days, Fair on the Square, FallFest)

### 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.

### PHOTOS TO INCLUDE WITH YOUR APPLICATION

Every application for the Chamber of Commerce-sponsored Arts & Crafts Events on the Courthouse Plaza 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.

Items offered must be handmade or significantly embellished. Applications are considered on a first-come, first -paid basis. Notifications will be made as soon as decisions are reached.

**PHOTOS REQUIRED:**

- 4 (or more) of artwork or craft to be sold in the show
- 4 of booth that will occupy the assigned space
- 2 of the artist creating the artwork or craft to be offered for sale

\*Items unrelated to those in the photos may not be offered for sale in the booth.

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 show.

### FINE ART

Original works of art only. Each piece must be signed, and framed or matted. Serigraph, etching, prints, etc., of original works of art must be signed and numbered.

### PHOTOGRAPHY

Each photograph must be signed, numbered and mounted or framed.

### PRODUCTS

Artists and crafters must display and sell items substantially handmade by them and reflect design, creativity, and made by means of artistic expression and craftsmanship from the artist/crafter. Sale items that are created with the use of manufactured items shall be altered from their original state or purpose by means of artistic and/or crafter input, expression, involvement, etc. NO RESALE! Artist must be present. 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 submitted photos.

Premade food products/Cottage Edibles are required to contact the Yavapai County Health Department prior to the event. Call the Y.C. Health Dept. at (928) 771-3121 to determine whether a permit is needed.

## APPLICATIONS

Applications will be reviewed upon receipt of the 50% deposit, Tax I.D. Number, signed application and 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 online. 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 Application Fee**. If it is after the 30 day prior mark, you will not receive a refund and will forfeit the booth space.

## SCREENING PROCESS

Entries will be juried upon receipt of completed & signed application and appropriate photos are received. Artists/crafts people will be notified in writing if their work has been accepted or denied. Photos must include: 4 photos of each product type if different (example: jewelry & wall décor), 2 photo of YOU creating each product type, and 4 photo of your booth set up. Photos will not be returned. (Photos should be mailed or emailed to Events@prescott.org with completed application with business name in subject line.)

## JURY DETAILS

"How are images are viewed by jurors?" Email photos to Events@prescott.com Or mail to the Prescott Chamber of Commerce at 117 W. Goodwin Street, Prescott, AZ 86303. Be sure your name is included with the email or mail, if application was delivered separately.

Application is then viewed in the Prescott Chamber of Commerce's office by jury committee.

Within a medium category, applications are sorted and may be limited. Determined by jurors.

"Am I allowed to observe the jury process?" The Jury process is closed.

## 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
7. Signed Submission Process
8. Vendor Insurance - VALID for specific date(s)

## 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.

## LOADING AND UNLOADING

Friday Evenings: Spaces around the Plaza 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.

***Driving of motorized vehicles is strictly prohibited on the Plaza "I" blocks, walkways, and driveways.***

## PARKING

Friday Evenings: Spaces around the Plaza 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 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**

Street parking surrounding the Plaza is for customers at the event AND customers for the downtown businesses surrounding the Plaza.

## **CHECK-IN TIMES**

Check-in begins on Fridays, at the Gazebo from 4:00 pm to 7:00 pm. Set up begins at 6:00 pm. Check-in resumes Saturday morning at 6:30 am. All set-up must be completed by 8:30 am on Saturday. **Inspections start promptly at 9:00AM**

## **SHOW TIMES**

2- Day shows – Saturday 9-5, Sunday 9-4

***All vehicles must be off Prescott Mile High Middle School property by 6:00 pm on the final day of the show. All vendors must be fully packed up from the Plaza by 6:00 pm on the final day of the show.***

## **BOOTH SPACES**

Spaces cannot be shared. Booth size is 15' X 10' with 2' X 15' storage space along the back of the booth. Anything over the allotted space will be charged for a double. Booth must be staffed at all times when items are on display and vendors are not allowed to spread out or utilize any areas beyond the allotted space or on adjacent walkways. Vendors may not use trees, benches, or other county property as displays.

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; trash, zip ties, etc.) are the responsibility of the vendor. No ground covers or mats are allowed on the grass. Ground cover is required for food vendors.

## **SAFETY**

A fire extinguisher is recommended for all booths. Security is provided for the benefit of the City of Prescott and the Prescott Chamber of Commerce Friday, Saturday, and Sunday nights, but not for the protection of Vendor merchandise, items or booths. 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.**

## **Questions?**

All questions can be asked by emailing Events 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.