

Prescott Chamber of Commerce
25th Annual FAIRE ON THE SQUARE
Featuring Arts & Crafts
September 4-6, 2010

OFFICE USE ONLY
Space # _____
Amt. Pd. _____
Ca/ck/cc _____
Bal. Due _____
Date Bal.Pd. _____
Electricity _____

APPLICATION

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

FIRST NAME _____ LAST NAME _____

BUSINESS NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ E-MAIL _____

AUTHENTICITY & QUALITY: Please describe your art or craft in detail, listing each type of item separately. We are looking for items that are handmade or significantly embellished by the artist. All items will be strictly juried and all decisions made by the jury are final. 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. On the day of the show, any exhibitor found to be displaying non-juried items will be asked to remove those items from the booth.

(Attach sheet if more space required.)

Category of your Art or Craft (for Directory Listing) _____

◆ **A non-refundable \$50 deposit will hold your space until August 4, 2010. At that time the balance must be paid in full or the deposit will be forfeited. No reminder will be sent. There will be a \$25 late charge on all overdue payments. All cancellations must be made prior to August 4, 2010 to receive a refund.** (Refunds are less \$50 of prepaid fees.)

◆ **NEW FEE SCHEDULE:**

\$ _____ **Artist's Booth 15' x 10' (or 10' x 15') space is \$425**

\$ _____ **Food Service Booths 15' x 10' is \$460.**

\$ _____ **Double Booth 30' x 10' is \$825**

\$ _____ **Oversize Booth 20' x 10' is \$530 (limited availability)**

\$ _____ **Electricity - add \$15 (limited availability)**

The fees include \$25 Prescott City Sales Tax / temporary Sales Permit.

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

Please indicate space assignment preference: #1 _____ #2 _____ #3 _____

(We will try to accommodate your preference but cannot guarantee this.)

◆ **Send : Payment**

4 photographs, minimum: 1 of Artist at work, 1 of Booth set-up, 2 (minimum) of items to be sold

2 Self-addressed Stamped Envelopes

(1 for acceptance/denial, 1 for return of photos - after the event has ended.)

_____ Check (PAYABLE TO **PRESCOTT CHAMBER OF COMMERCE**)

_____ Credit Card: Name on 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.

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 products 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.

_____ 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

Jury Process

Four photographs, minimum, are required from all applicants, including returning artists. (One set of photographs is sufficient for ALL shows applied for simultaneously.) We are expanding the Jury Committee and will continue to jury applications on a random basis. Notifications will be made as soon as decisions are reached.

PHOTOS REQUIRED: 2 (or more) of artwork or craft to be sold in the Show*
 1 of booth that will occupy the assigned space
 1 of the artist *creating* the artwork/craft
 *Items unrelated to those in the photos may not be offered for sale in the booth.

Jury photos will be returned only in a **self-addressed STAMPED envelope** provided by the applicant after completion of the show(s) they were submitted for.

COURTHOUSE PLAZA RULES

- Regular Booth space is 15 x 10 feet (150 square feet) **maximum** 2' x 15' storage space behind booth.
- Booth **must** be placed flush with the curb. (Exception – timeline spaces due to permanent flag poles.)
- Crates and boxes, all storage, must be raised off ground to allow airflow and minimize damage to grass. **Bring wood or PVC for this purpose.**
- No flooring may be used on grass. **Exception: BURLAP may be used in the event of rain/mud. Bring sufficient burlap for this purpose.**
- Vehicles are not allowed to drive or park on the brick driveways or sidewalks.
- Use of Plaza picnic tables, benches and trees to assist in your booth set-up is prohibited.
- Exhibitors are responsible for handling, erecting and removing display materials.
- No equipment or materials are provided.
- A portable fire extinguisher is strongly recommended for each booth.
- If damage is determined by Yavapai County, the exhibitor will be responsible for the repair/clean-up cost.
- Security is provided each night of the event....Exhibitors leave their work at their own risk.
- Booth must remain open during show hours.
- Exhibitors are prohibited from distributing literature of, or promoting any religious, fraternal, political, or commercial organization. Literature on the artist's/craftsperson's work or gallery is permitted.
- **No stakes** or displays may be driven into the ground; nothing may be affixed to trees. **Bring weights to secure your booth in the event of wind.**
- **Sales Tax Rate: 8.35%**

Parking

- Exhibitor parking is not allowed on or around the Courthouse Plaza except to load and unload.
- Exhibitors shall move their vehicles as soon as unloading and loading is completed.
- Event parking shall be at Mile High Middle School field, which accommodates self-contained units for dry-camping

Check-in Times

Check-in begins on Fridays, at the Gazebo after 4:00pm. Set up will not start until 6:00pm or when the Judges leave the Courthouse. 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

Questions?

Any 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.