



APPLICATION
28th WVFD Art & Craft Show
July 28 and 29, 2018

LAST NAME: _____ FIRST NAME: _____
 BUSINESS NAME: _____
 MAILING ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 PHONE: _____ CELL: _____ FAX: _____
 E-MAIL: _____
 VEHICLE: _____ STATE: _____ LICENSE# _____
 If you hold a City of Prescott transaction privilege tax license please provide the number: LICENSE # _____

Please select one category that best describes your work:

Ceramics Clothing Drawing Fabric Fine art Food Furniture Home décor Jewelry Leather

Outdoor décor Painting Photo Sculpture Wood Other _____

BOOTH SIZE
 Spaces are approximately 10 x 15 ft. with approximately 2 ft. behind your space for storage.
 Please review the Courthouse layout.
 Space Preference: 1st _____ 2nd _____ 3rd _____ No preference _____
First consideration for space preference given to fully paid applications

COST

\$ _____ BOOTH (non-food service) \$245.00 fully paid by 1 May, \$295 fully paid by 1 June, \$345 after 1 June
 \$ _____ FOOD SERVICE BOOTH \$345.00 fully paid by 1 May, \$395 fully paid by 1 June, \$445 after 1 June
 \$ _____ ELECTRICITY \$ 30.00/ day (Limited spaces available with electric)
 \$ _____ AMOUNT ENCLOSED (minimum \$100 deposit)
 \$ _____ REMAINING BALANCE

Credit Card No. _____ Exp date _____ CVV _____

I hereby release Yavapai County, Williamson Valley Fire District and Prescott Area Fire Training Group, and their employees and agents, from any and all liability in the event of personal injury or property damage caused by theft, fire, public catastrophe, act of God, or any other cause. I agree to indemnify Yavapai County, Williamson Valley Fire District and Prescott Area Fire Training Group, and their employees and agents, for any loss or damage suffered in the event of any act of negligence on my part. I have read and clearly understand my responsibilities to abide by all of the terms and conditions set forth in the rules and entry requirements and that failure to do so may result in my eligibility for future shows. I acknowledge that I am responsible for the security of my own property, and expressly assume all risk of loss and/or damage of property arising either directly or indirectly from my participation in the Courthouse Arts and Crafts Fair.

Signed: _____ Date: _____

Williamson Valley Fire District Use Only

Date Received _____ Check # _____ Space # assigned _____
 To Jury _____ Approved: Yes _____ No _____ Exhibitor notified _____

Please see next page for mailing instructions and additional information

WHAT TO MAIL or EMAIL

1. Your completed application
2. Deposit/payment - payable to: **Friends of the Williamson Valley Fire District** *NOTE: We accept credit cards*
3. 1 photo of your work (or the URL of your web site) and 1 photo of your set-up
4. Mail all of the above to: **Williamson Valley Fire District c/o Friends 15450 N Williamson Valley Rd. Prescott, AZ 86305**
Email: craftshow@wvfd.net Fax: [928.717.1994](tel:928.717.1994) Telephone: [480.543.0203](tel:480.543.0203)

PAYMENT POLICY

- We accept credit cards
- Returned checks will result in automatic cancellation. There will also be a \$25.00 returned check fee.
- No Refunds

ELIGIBILITY

Each exhibitor must submit your completed application, sign the liability form, and enclose deposit. (deposit must accompany application, space assigned when paid in full)

JURY PROCESS

- The jury committee will select based on originality, quality, craftsmanship, diversity, and presentation.
- The jury will meet monthly as applications are received and applicants will be informed immediately.

LOCATION, DATE and TIME

Courthouse Plaza, Prescott, Arizona

Saturday [July 28, 2018](#) 9 a.m. to 5 p.m. (early setup Friday evening)

Sunday [July 29, 2018](#) 9 a.m. to 4 p.m.

- Set up - after 6 p.m. Friday, [July 27, 2018](#). Set up and car removal from Plaza must be completed by 9:00 a.m. on Saturday and Sunday.
- Teardown - after 4 p.m. Sunday, [July 29, 2018](#).

COURTHOUSE PLAZA REGULATIONS AND RULES

- Exhibitors must provide, erect and remove their own displays.
- Booth must be placed flush with curb.
- No tent stakes or displays may be driven into the ground. All crates, boxes, and storage, must be raised off the **ground 3"** to allow air flow and minimize damage to grass.
- Use of public picnic tables, benches and trees to assist in booth set up is strictly prohibited.
- **Vendor should be prepared for any type of weather. In case of rain, only burlap can be placed on grass and removed at the end of the show.**
- All exhibitors must have a 2A10BC portable fire extinguisher located in their booth.
- If damage is determined by Yavapai County, the exhibitor will be responsible for repair costs.
- Security will be provided FRIDAY and SATURDAY NIGHTS. However, The Friends of WVFD and WVFD are not responsible for any losses or damages. Therefore, you are leaving your product and display at your own risk.
- No alcohol of any kind on the Courthouse Plaza.
- Registered exhibitors must be present during all show hours. No representatives or agents. Your booth must remain open during show hours. **Booth sitters will be provided for breaks.**

PARKING RULES

- Exhibitor parking is not allowed on or around the Courthouse Plaza except to load or unload. It may lead to a ban for future shows.
- Exhibitors shall move their vehicles as soon as unloading and loading is complete.
- Vehicles are not allowed to park or drive on the brick driveways or the sidewalks.
- Event parking for vendors shall be at Mile High Middle School field, which accommodates self-contained units.
- If parking and show rules are not followed you can be asked to leave the show with no fee refund and/or not invited back.
- Please clean up after yourself and remove all trash.

Any questions, please contact [480.543.0203](tel:480.543.0203) or email craftshow@wvfd.net