



Prescott Fire Department
 Central Yavapai Fire District
 Chino Valley Fire District
 Groom Creek Fire District
 Williamson Valley Fire District
 Mayer Fire District

JULY 21 & 22, 2012
22nd ANNUAL WILLIAMSON VALLEY FIRE DISTRICT
COURTHOUSE ARTS AND CRAFTS SHOW
 Sponsored by: The Williamson Valley Fire District &
 Prescott Area Fire Training Group

APPLICATION

LAST NAME: _____ FIRST NAME: _____
 BUSINESS NAME: _____
 MAILING ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 PHONE: _____ CELL: _____ FAX: _____
 E-MAIL: _____
 VEHICLE: _____ STATE: _____ 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.
 The Courthouse Plaza layout is attached.

Space Preference: 1st 2nd 3rd No preference

COST

\$ _____ BOOTH (non-food service) \$250.00 (City & County fees included)
 \$ _____ FOOD SERVICE BOOTH \$350.00 (City & County fees included)
 \$ _____ ELECTRICITY \$ 25.00/ day (Limited spaces !!!!)
 \$ _____ AMOUNT ENCLOSED
 \$ _____ REMAINING BALANCE

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: _____

WVFD Use Only

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

WHAT TO MAIL

1. Your completed application
2. Deposit/payment - payable to: **Friends of the Williamson Valley Fire District**
3. 2 photos of your work + 1 photo of your set-up & 1 photo of you
4. 1 self addressed and stamped envelope large enough to return your photos
5. Mail all of the above to:
Friends of WVFD
7061 W. Thunder Ridge Rd
Prescott, AZ 86305

CANCELLATION POLICY

- There will be no refunds after May 1, 2012.
- If you have not set up by 8 a.m. Saturday July 21st and you have not notified the Friends of WVFD, you will forfeit your space and fees.
- Returned checks will result in automatic cancellation. There will also be a \$25.00 returned check fee.

ELIGIBILITY

Each exhibitor must submit your completed application, sign the liability form, and enclose deposit (holds space until June 1, 2012 or payment in full), and 4 photos.

JURY PROCESS

- The jury committee will select by originality, quality, craftsmanship, diversity, and presentation. Only handcrafted work will be accepted.
- The jury will decide immediately after the deadline has passed and notices will go out along with your space assignment, directions for parking and return of photos.

LOCATION

Courthouse Plaza, Prescott, Arizona

DATES AND HOURS

Saturday July 21, 2011 9 a.m. to 5 p.m.
Sunday July 22, 2011 9 a.m. to 4 p.m.

SET UP & TEAR DOWN

- Set up - after 6 p.m. Friday, July 20, 2012. 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 22, 2012.

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 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, Prescott Area Fire Training Group 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.

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.

NOTIFICATION

- You will be notified once the selection process is done.
- If accepted for the Courthouse Arts and Craft Show you will be sent an acceptance letter with your space number, and location map for parking.

Any questions, please contact 928-642-2622 or 928-717-2304