



Saturday, August 19, 2023 ★ Yavapai County Courthouse Plaza
Yavapai County – Courthouse Plaza - Vendor Rules & Regulations

***** FIRM *** APPLICATION DEADLINE: JULY 15, 2023**

The Prescott Courthouse Plaza is first and foremost a public park. In order to protect and preserve the Plaza, it is extremely important that you adhere to the following Yavapai County Rules and Regulations:

PARKING

Vehicles are not allowed on the walkways. Load-in and load-out must be done at the driveways or streets. Exhibitor parking is **NOT ALLOWED** on or around the Courthouse Plaza except to load and unload. All Exhibitors shall move their vehicles as soon as unloading and loading are completed.

- *****WARNING***** Violation of the PARKING RULES can result in the vehicle being towed at your expense!

VENDOR AREA

- **NO TENT STAKES** or any objects shall be inserted into the ground at any location on the Plaza.
- **Exhibitor booths must remain open during the hours of 10 AM to 4 PM.** You may stay longer but you will need to provide safety lighting after dark.
- **Every Vendor set-up and breakdown WILL be inspected** by Yavapai County Personnel for adherence to these rules set forth by the County. Every exhibitor is expected to correct any infraction immediately. Failure to comply with the Vendor Rules and Regulations contained herein may result in being asked to leave. **The Vendor of Group shall be responsible for any liability due to an act of omission of the Vendor, Group, its employees, volunteers or agents under this Contract.**
- **ALL Exhibitor trash** must be transported to the dumpsters located at the southwest corner of the Courthouse building. **The dumpster is the ONLY place for exhibitor trash.**
- **The use of trash barrels on the Courthouse Plaza is prohibited for all Exhibitors.**
- **Tent weighting is MADATORY.** Tent weights must be elevated by a minimum of 3" off the grass.
- **NO items stored on the grass.** ALL boxes, containers and tent weights must be elevated by a minimum of 3" off the grass, including ice chests, pallets, wheeled cases and tubs. Highly recommended is the use of plastic milk crates or short lengths of PVC pipe or blocks of wood.
- **NO mats, carpets, rugs, or other materials are allowed on the grass.**
- **NO signs or decorations may be attached to the Gazebo** - no nails, tape, tacks, etc.
- **NO items may be tied, nailed, or leaning on the trees or picnic tables.**
- **NO SMOKING** allowed in Vendor Booths. Smoking is **ONLY** permitted in the designated smoking area.
- **For safety,** Exhibitors may want to have a portable fire extinguisher on hand.
- **Exhibitors are responsible for** providing, handling, erecting and removing display materials. No equipment or materials will be provided. You may bring a canopy, chairs, table/s, extension cords, etc.
- **Exhibitors are responsible for** keeping their area clean during Festival hours including clean-up at the end of the day.
- Security is provided during the event. **Exhibitor is responsible for the security of their property.**
- **NO REFUNDS** after Vendor Application is approved, for inclement weather or for noncompliance of these Rules and Regulations.

Signature: _____ **Date:** _____



Prescott Downtown Partnership, Inc.

Agent for Yavapai County

P. O. Box 3801, Prescott, Arizona 86302

928. 443. 5220 (tel) or 928. 443. 5404 (fax)

Notice of Inspection

Inspections will begin promptly at the starting time (10am) for the event. All corrections should be made **before** the inspection. A representative of Hope Fest Arizona will assist the PDP and a representative from Yavapai County for the inspection of the Vendor Booths and Facilities.

If there are **stakes in the ground, boxes on the grass, or any other infraction**, PDP will document the booth #, name of Vendor, and infractions as will County. The infractions must be corrected.

The County will charge specific fines per infraction. Hope Fest AZ will send notice of fines to Vendor of this agreement. **Payment for fines will be made to Hope Fest Arizona.**

#1 Rule NO TENT STAKES IN THE GROUND. Please become familiar with the **“Vendor Rules & Regulations”** on the next page, and the **“Violations and Damages”** list as described below:

VIOLATIONS AND DAMAGES: FINES WILL BE IMPOSED

Yavapai County will charge fines for violations as spelled out below:

Stakes in the ground	\$50 per stake
Oil or grease on concrete	\$500 + clean up
Crates, boxes etc. not properly elevated at least 3” off the ground	\$200/booth
Weights not suspended	\$200/booth
Items tied to or leaning on trees or park furniture or statuary	\$200/occurrence
Driving on I-Block	\$200/occurrence

My signature below acknowledges that the Group has read and understands ALL expressed “Fines for Violations and Damages” that will be imposed by Yavapai County and Hope Fest Arizona if such rules are violated.

Signature: _____ **Date:** _____

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