



Saturday, September 10th, 2020 ★ Yavapai County Courthouse Plaza
Yavapai County – Courthouse Plaza - Vendor Rules & Regulations

***** FIRM *** APPLICATION DEADLINE: AUGUST 20TH, 2022**

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 street. 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 is completed.

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

VENDOR AREA

- **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. **Group shall be responsible for any liability due to an act of omission of 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.**
- **Use of trash barrels on the Courthouse Plaza is prohibited for all Exhibitors.**
- **NO TENT STAKES** or any objects shall be inserted into the ground at any location on the Plaza.
- **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 material 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: 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:** _____