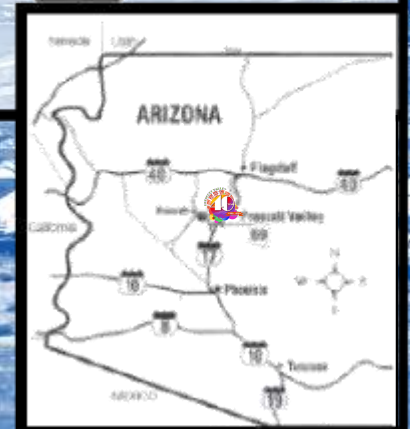


40th Anniversary Celebration



The Town of Prescott Valley 40th Anniversary Celebration is located at the Prescott Valley Civic Center grounds. The grounds include extensive lawns, electrical outlets, access to the buildings, easy offloads and plenty of space and parking. Prescott Valley is one of the newest and fastest growing cities in Arizona with a diverse and active population.



Non-Profit Application Deadline: August 3, 2018

The 40th Anniversary Celebration Requirements:

The Celebration

The 40th Anniversary Celebration is a town sponsored, committee organized event supported by local participants, organizations and businesses. The event celebrates the arts through the diversity of culture found in our large, wonderful country. The event is free to the public with attendance of 5,000.

Photographs

Non-profit/Community Group applications must include high quality photographic examples of any products, giveaways or brochures (1-3 photos). Your application must also include a photo of your display tent (1 photo).

Jury Process

A jury will examine the photographs to determine those artists who will be invited to the celebration. There are no quotas for individual categories. (Jury selection is final.)

Sale Requirements and Taxes

Each Non-profit/Community Group is responsible for collecting and paying any applicable taxes. Applicants must have a valid state tax id.

Set-up/Take Down

Community groups are invited to set up their show between 1 to 6pm on Friday, the 24th or 7 to 10am on Saturday, the 25th of August. The space must be vacated no later than 10pm on the 26th of August. The space must be occupied from 10:00am until 7:00pm on the 25th and 12:00 until 7:00pm on the 26th. Early departure will result in a loss of site security deposit as penalty for withdrawal from festival.

Booth Space

All booth space/display amenities are the responsibility of the applicant. Booth space is limited to the 10x10 or 10x20 designation, no materials or ornamentation may extend beyond these limits. Spaces must be kept neat at all times

Weather

The Town of Prescott Valley shall not be responsible for the cancellation of the 40th Anniversary Celebration due to natural disaster, adverse weather, acts of God or public enemy, or any other event beyond the control of the event organizers.

The 40th Anniversary Celebration Advertising

The 40th Anniversary Celebration will be extensively advertised on the web, local and regional newspapers, radio and television.

Non-Profit/Community Group Checklist

(Incomplete applications will be returned prior to jurying.)

- Complete and sign the Application & Special Event forms
- Provide 3 high quality photos of products, giveaways or brochures
- Provide 1 high quality photo of your display tent
- Enclose a check, payable to the Town of Prescott Valley, for vendor space & jury fee

Celebration Hours:

Saturday, August 25 10am to 9pm, and
Sunday, August 26 12 noon to 9pm

Location:

Prescott Valley Civic Center
7501 E. Civic Circle
Prescott Valley, AZ 86314

Set-Up:

Friday, August 24, 1pm to 6pm
Or Saturday, August 25, 7am to 9am

Take Down:

Sunday, August 26, after 7pm

Available Non-Profit/ Community Group Spaces:

10'x10' or 10'x20'

Application Deadline:

August 3, 2018

Cost:

10'x10' informational booth = \$20; Sales booth = \$40
10'x20' informational booth = \$30; Sales booth = \$60
All costs include a non-refundable \$20 jury fee

Deposit:

Refundable Site Security deposit of \$100 that will be due upon notice of acceptance. Please take note of setup/takedown requirements

Make Check to:

Town of Prescott Valley

Mail to:

Town of Prescott Valley
Parks & Recreation Department
7501 E. Civic Circle
Prescott Valley, AZ 86314

Calendar

Friday, August 3, 2018	Application deadline & last day to cancel with full refund
Friday, July 27, 2018	Notification of acceptance
Friday, August 10, 2018	Refundable site security deposit due
Friday, August 24, 2018	Opt. early bird set-up 1pm to 6pm
Sunday, August 26, 2018	Take-down after 7pm

2018 40th Anniversary Celebration info: (928) 759-3090, or www.pvaz.net

Non-Profit Organization Application Form

All Non-profit Organizations must attach a copy of their IRS non-profit status letter.

Contact Name: _____

Business Name: _____

Arizona State Transaction Privilege Tax Number: _____

(Vendor must supply state Transaction Privilege Tax number to participate)

Phone Number: (_____) _____ Cell Phone Number: (_____) _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Website: _____

(Please include up to 3 photos of your products and 1 of your tent structure)

Brief Description of main product: _____

Brief Description of tent or structure: Will vendor need access to electricity? Yes No

(Note: electricity will not be available at all vending areas - first come/first served. Electric receptacles limited to any two of the following: cash register, fan or radio)

Agreement: I have included the 3 high quality photographs of my work plus 1 photograph of my display tent. I understand that if I'm chosen to participate, I agree that photographs of me or my work may be used by the Town of Prescott Valley to promote the 40th Anniversary Celebration. I have read the 40th Anniversary Celebration Requirements and I agree to abide by them. I understand that violation of said rules may be cause for immediate dismissal without reimbursement of the paid fee & deposit.

I further agree to discharge, release, and hold harmless the Town of Prescott Valley and all co-sponsors from any manner of action, suit, damages, or claims whatsoever arising from any loss or damages or claims to the person or property of the undersigned while in possession or under the supervision of the organizers or sponsors during the 40th Anniversary Celebration.

10'x10' Informational	_____
10'x10' Sales	_____
10'x20' Informational	_____
10'x20' Sales	_____
Deposit	\$100.00
Total Due	_____

Signature: _____ Date: _____

(It is advised groups should carry liability Insurance of no less than \$1,000,000 minimum comprehensive general liability)

Over Night Vehicle Request

If you are requesting overnight parking for a vehicle, please provide the following information:

Motor home/Trailer size: _____

License: _____

Van/Car/Truck License: _____



www.pvaz.net

FEES

Annual Town of PV Business License(Fee Not Required) # _____

Regular Special Event-\$15 per event & per location _____

Special Event Liquor License-\$75.00 per event _____

Non-Profit-No Fee-need a copy of IRS 501(c)3 _____

Carnivals/Circuses-\$120 per day _____

Rodeo-\$30 per day _____

APPLICATION FOR SPECIAL EVENT LICENSE
TOWN OF PRESCOTT VALLEY-TOWN CLERK
7501 EAST CIVIC CIRCLE
PRESCOTT VALLEY AZ 86314
928.759.3135 FAX 928.759.5536 clerk@pvaz.net

<u>STAFF ONLY</u>

NAME OF EVENT Prescott Valley 40th Anniversary Celebration

PHYSICAL LOCATION OF EVENT 7501 E Civic Circle (Lakeshore and Lake Valley)
Attach 8" X 11" site plan if applicable

DATE(S) OF EVENT August 25 and 26, 2018

BUSINESS/VENDOR NAME _____

CONTACT PERSON First & Last name _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE (____) _____ EMAIL _____

ARIZONA TPT SALES TAX # _____ REQUIRED IF SELLING PRODUCTS/TICKETS

DESCRIPTION OF BUSINESS _____ NON-PROFIT YES _____ NO _____

USE OF TENT – Permit may be required YES _____ NO _____

NOTIFY FIRE DEPT 928.759.9933 YES _____ NO _____

NOTIFY BUILDING DEPT 928.759.3050 YES _____ NO _____

FOOD VENDOR - Food Handlers Permit YES _____ NO _____

YAVAPAI COUNTY HEALTH 928.771.3122

TOWN PROPERTY & FACILITIES RENTAL

PARKS & RECREATION 928.759.3090 YES _____ NO _____

CERTIFICATE OF INSURANCE (FOR PARKS) YES X _____

\$1,000,000 Liability with Endorsement

CARNIVAL OR CIRCUS

CERTIFICATE OF INSURANCE (FOR CARNIVAL/CIRCUS) YES _____

\$1,000,000 Liability with Endorsement

LIQUOR PERMIT NEED 30 DAY ADVANCE NOTICE LIQUOR PERMITS ONLY(below this line)

REQUEST LETTER TO MAYOR/COUNCIL YES _____

Explaining all details of event

CERTIFICATE OF INSURANCE (FOR LIQUOR) YES _____

\$1,000,000 Liability with Endorsement

SECURITY - One security guard per 50 people YES _____

EXISTING LIQUOR LICENSE/ Extension of Premises YES _____ NO _____

APPLICANT SIGNATURE _____ **DATE** _____

cc: Police Dept; Zoning/Code Enforcement; Management Services; Parks & Recreation; CYFD