



Gold Fever Daze

Call to Artists & Vendors

The Town of Prescott Valley is proud to introduce the Gold Fever Daze event! This is a family-friendly, free event focused on the rich history of the Prescott Valley area, with a focus on the late 1800s period when gold panning was a way of life for Arizona pioneers. The Town is seeking artists and vendors whose services or products can help to further enrich the cultural and historical elements of this event.

October 6th, 2018

9am to 6pm

Fain Park

2200 N. 5th St., Prescott Valley

Application Deadline: September 14th, 2018 by 5pm

Questions? Call the Parks and Recreation at (928)759-3090 or email parks@pvaz.net

Gold Fever Daze Requirements:

Photographs

Artists & vendors must include 3 high quality photos. Media must be clearly labeled with the artist's name, the medium of the artwork (1-3, plus one exhibit tent photo).

Artwork

All artwork must be original and handcrafted or significantly embellished by the entrant. The artwork must be created and exhibited by the artist themselves. (Kits and mass produced items will not be accepted.) The jury reserves the right to reject items during the festival which are poor or not the quality submitted during the jury process.

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

All arts and crafts must be for sale. Each artist is responsible for collecting and paying any applicable taxes. Applicants must have a valid state tax id.

Set-up/Take-down

Artists & vendors are invited to set up their show between 6:30am and 8:45am on Saturday, October 6th. The space must be vacated no later than 9pm on Saturday, October 6th. **No vendor vehicles will be permitted in the parking lot between 9am and 6pm for the safety of festival guests, violation will result in forfeiture of deposit.**

Booth Space

All booth space/display amenities are the responsibility of the applicant. Booth space is limited to the 10'x10' or 10'x20' 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 Gold Fever Daze due to natural disaster, adverse weather, acts of God or public enemy, or any other event beyond the control of the event organizers

Gold Fever Daze Advertising

Gold Fever Daze will be extensively advertised on the web, local and regional newspapers, radio, and television.

Artists & Vendors Checklist *(incomplete applications will be returned prior to jurying.)*

- Complete and sign the Application and Special Event forms
- Provide 3 high quality photos of your work
- 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, October 6th—9am to 7pm

Location:

Fain Park, 2200 N. 5th St., Prescott Valley

Set-Up:

Saturday, October 6th from 6:30am to 8:45am

Take Down:

Saturday, October 6th from 6pm to 9pm

Available Vendor Spaces:

10'x10', 10'x20'

Cost:

Fees due with application, refunds for groups not accepted less \$20 non-refundable jury fee
10'x10' = \$40, 10'x20' = \$80

Deposit:

Refundable Site Security deposit of \$100 that will be due upon notice of acceptance. Please take note set-up/take-down requirements

Make Check to:

Town of Prescott Valley

Mail or Drop Off to:

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

For Questions/Additional Information:

Call the Parks & Recreation department at 928-759-3090 or email parks@pvaz.net

Calendar

Friday, September 14th, 2018

Monday, September 17th, 2018

Friday, September 21st, 2018

Saturday, October 6th, 2018

Application Deadline (5pm deadline), include vendor space fee
Notification to Accepted Artists/Vendors
All fees/deposits and additional paperwork due
Event Date

Gold Fever Daze Call to Artists & Vendors

Business Name _____

Applicant Name _____ State Tax # (required) _____

Phone _____ Day of Event/Cell Phone _____

Address _____

City _____ State _____ Zip _____

Email _____ Website: _____

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

Brief Description of Services/Products: _____

Brief Description of tent/structure: _____

Using open flame? Yes No

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 Gold Fever Daze. I have read the Gold Fever Daze Requirements and I agree to abide by them. I understand that violation of said rules may be cause for immediate dismissal without reimbursement of paid fees & deposits. 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 Gold Fever Daze.

Signature _____ Date _____

(It is advised groups should carry liability insurance of no less than \$1,000,000 or 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 #: _____

10' x 10' _____

10' x 20' _____

Deposit **\$100** _____

Total Due _____



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 _____

PHYSICAL LOCATION OF EVENT _____
Attach 8" X 11" site plan if applicable

DATE(S) OF EVENT _____

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 _____

\$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