



41st Annual Prescott Valley Days
"Building Our Future"
May 10 -11, 2019
Non-Profit Application



Name \_\_\_\_\_ Phone # ( ) \_\_\_\_\_
Business Name (if applicable) \_\_\_\_\_
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
Email \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_
Brief Description of Craft or Product \_\_\_\_\_
Registration Fee & Deadline: Early Bird Special for March and April \$50 for single booth and \$100 for double booth.
May \$75 for single booth and \$100 for double booth. \_\_\_\_\_ I will be staying thru Sunday, May 12th.
All applications must be received by May 3, 2019
Special Event Fee: No Fee is required however, you must provide a copy of your 501(c)(3) form and a completed
Town of Prescott Valley Special Events License.
Space: A 10 x 10 space will be provided. Vendors are responsible for providing their own tents, tables, chairs,
displays or any other equipment needed.
Electricity: is available for a \$25.00 fee. Only 120V/15 amp electrical service will be provided.
Set Up Times: Friday, May 10th anytime after 12 pm
Show Times: - Friday, 5:00 to 10:00 pm; Saturday, 11:00 am to 10:00 pm

Fee Payable by Cash, Check or Credit Card

Credit Card Type: Visa, MasterCard, Discover, American Express (Circle One)
Name on Card \_\_\_\_\_
Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ CVC # \_\_\_\_\_
Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
# of Booth Requested \_\_\_\_\_ Amount Enclosed: \_\_\_\_\_

Agreement: I have read and agree to the specified terms and conditions for participating in PV Days. I understand there are NO REFUNDS or rain checks owing to inclement weather, or other natural causes or disturbances. I understand that I store my products at the vending site at my own risk. I hereby release and forever discharge PV Chamber from all liability claims and responsibility for personal injury, damage to artworks, equipment and material as a result of my participation in PV Days, but not limited to loss suffered before, during and after the PV Days event. By signing this form I agree to abide by all rules set forth herein. I agree that pictures or supporting materials submitted with this application are a current and true representation of my products and PV Days reserves the right to advise me of any product that does not meet the standards set by PV Chamber and I agree to immediately remove said product upon request by Prescott Valley Chamber. I give permission to Prescott Valley Chamber to use photographs submitted for advertising and marketing purposes for the event. I agree to abide by all eligibility requirements and terms and conditions. Prescott Valley Chamber reserves the right to refuse applications that do not meet event criteria.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please remit to:
Prescott Valley Chamber
7120 Pav Way Ste 102
Prescott Valley, AZ 86314
Contact:
Bill Grose
928-772-8857
Email: bill@pvchamber.org
Fax 928-772-4267



**FEES**

Annual Town of PV Business License(Fee Not Required) # \_\_\_\_\_  
Regular Special Event-\$15 per event & per location \_\_\_\_\_  
Non-Profit-No Fee-need a copy of IRS 501(c)3 \_\_\_\_\_

www.pvaz.net

**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](mailto:clerk@pvaz.net)**

**STAFF ONLY**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF EVENT Prescott Valley Days 2018

PHYSICAL LOCATION OF EVENT 3001 N Main St

DATE(S) OF EVENT May 10-13, 2018

BUSINESS/VENDOR NAME \_\_\_\_\_

CONTACT PERSON First & Last name \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ EMAIL \_\_\_\_\_

**ARIZONA TPT SALES TAX** \_\_\_\_\_ **# REQUIRED IF SELLING PRODUCTS at Event**

DESCRIPTION OF BUSINESS \_\_\_\_\_ NON-PROFIT YES \_\_\_\_\_ NO \_\_\_\_\_

**USE OF TENT – NO Permit for Pop-Up** 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 X

**CERTIFICATE OF INSURANCE (FOR PARKS)** YES n/a

\$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 n/a

Explaining all details of event

**CERTIFICATE OF INSURANCE (FOR LIQUOR)** YES n/a

\$1,000,000 Liability with Endorsement

**SECURITY- One security guard per 50 people** YES n/a

**EXISTING LIQUOR LICENSE/ Extension of Premises** YES n/a NO n/a

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

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