



The Mountain Artists Guild  
228 N. Alarcon Street  
Prescott, AZ 86301  
928.445.2510  
[festivals@mountainartistsguild.org](mailto:festivals@mountainartistsguild.org)

## Vendor Contract

(all invited vendors must submit)

Please read the following stipulations carefully. This form must be signed and returned with your booth request, liability insurance and Arizona TPT#.

### Vendor Eligibility

The Mountain Artists Guild reserves the right to determine whether any vendor, product or display is eligible for inclusion in the festival. Both parties mutually agree that The Mountain Artists Guild shall have full authority in the placement and operation of vendors and their booth space.



### BOOTH ASSIGNMENT

The Mountain Artists Guild will assign booth spaces on first-paid basis. Only invited artists will have the opportunity to complete the booth request form. The Mountain Artists Guild will do their best to accommodate all requests but vendor booth preference is not guaranteed.

### Vendor Space Rental

The booth space is 15' X 10' with 2' X 15' storage space along the back of the booth. Anything over the allotted space will be charged for a double. The booth must be staffed at all times when items are on display and vendors are not permitted to spread out or utilize any areas beyond the allotted space or on adjacent walkways. Vendors may not use trees, benches, or other county property as displays. No merchandise on curbs.

### Inspections

Vendors and food concessionaries agree to make their concession or area of business available to The Mountain Artists Guild, County of Yavapai and Yavapai County Health Department for inspection in order to determine compliance with the vendor contract, health department and fire department regulations. Should deficiencies be found, the concession or vendor unit will not be permitted to open until all deficiencies are corrected.

### Insurance

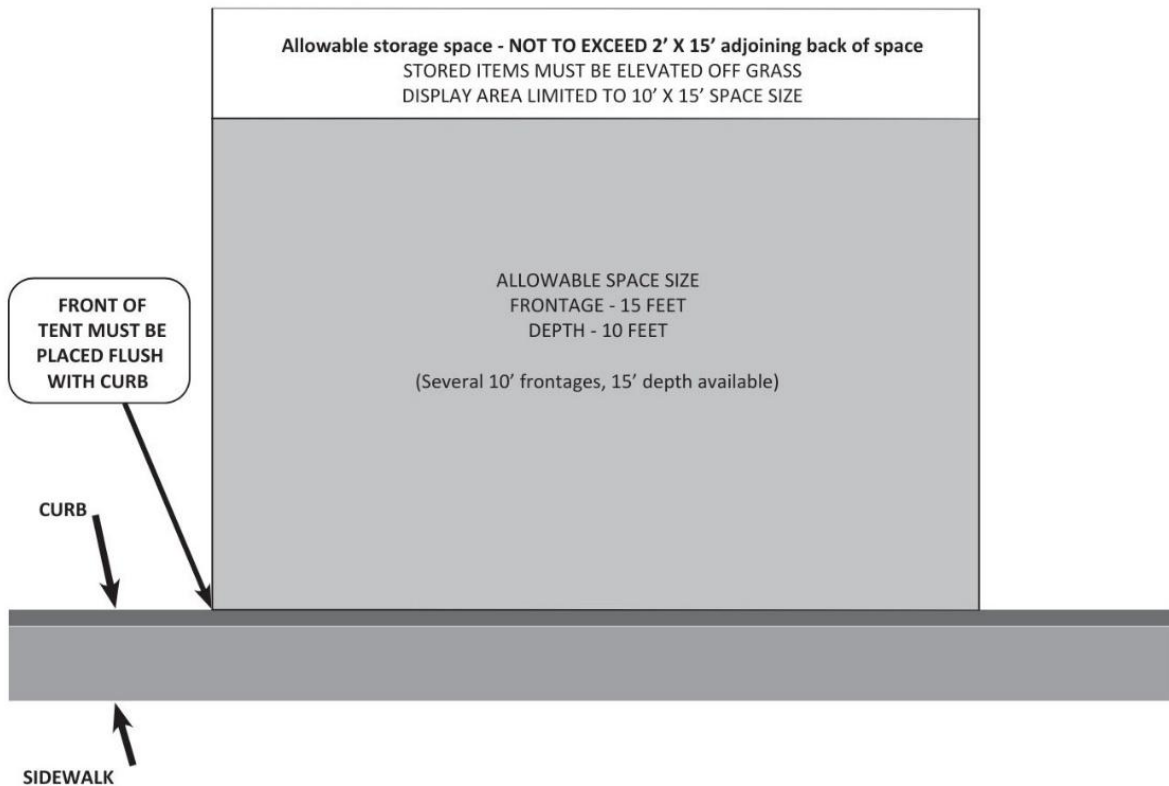
All vendors must sign and submit a copy of the liability waiver form along with their payment and application. Vendors agree to indemnify, defend, and hold harmless The Mountain Artists Guild, City of Prescott and County of Yavapai employees, volunteers and officers against any and all third-party claims and other liabilities that are caused by, arise from, or grow out of the negligent acts or omissions of the vendor, its agents, officers, employees, representatives, servants, invitees, patrons or guests.

**SUB-LEASING** Vendors may not sub-lease their space, nor any part thereof.

### SECURITY & LIABILITY

We have 24-hour security during the festival however we cannot guarantee your individual items. By acceptance of this agreement, the vendor expressly releases The Mountain Artists Guild, City of Prescott and County of Yavapai employees, volunteers and officers against any and all third-party claims of any and all liability for loss, theft, damage or destruction of property, nor for any injury to vendors or its employees while on the Courthouse Plaza or City street.

**YAVAPAI COUNTY COURTHOUSE PLAZA  
Booth Space Layout Requirements  
Ordinance 2000-4**



**Table: List of Violation and Damages and Fine Amounts**

<b>Violation and Damage</b>	<b>Fine</b>
Stake in grounds	<b>\$50.00 per Stake</b>
Crates/Boxes/etc. not properly elevated at least 2' off ground	<b>\$200.00 Per booth/day</b>
Weights not suspended	<b>\$200.00 Per booth/day</b>
Items tied to or leaning on trees, park furniture or statuary	<b>\$200.00 per occurrence</b>
Driving on I -block or concrete	<b>\$200.00 per occurrence</b>



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Grease oil on I-block or concrete	<b>\$500.00 per occurrence</b>
Restroom not left appropriately cleaned	<b>\$200.00 per day</b>
Grounds not appropriately cleaned	<b>\$300.00 per day</b>
<b>Unauthorized use of Plaza driveway, early set up, or late take-down of booths or equipment</b>	<b>\$200.00 Per occurrence</b>
Failure to properly cordon off temporary stage to prevent use	<b>\$300.00 Per occurrence</b>
All other violations of the Management Agreement, Yavapai County Ordinance 2002-2, or Yavapai County Courthouse Park Supplemental rules and regulations as Amended 11/20/02 by the Manager of permitted sponsor of participant in a Major Event, Non-Commercial Event, Activity, or Public Interest Event	<b>\$200.00 per occurrence</b>

**Set-Up & Breakdown**

**EVENT TIMELINE**

**FRIDAY**

4:30 - 6:00pm - Vendor check in at table near the Gazebo on the west side of the Courthouse. VENDOR WILL BE GIVEN THEIR PERMIT UPON CHECK IN. PERMIT MUST BE VISIBLY DISPLAYED ON YOUR SPACE DURING THE ENTIRE EVENT.

6:00pm - Mile High Track and Field open for RV and overnight parking (first come first serve, look for a separate email with a map and more details)

6:00pm - Goodwin St between Montezuma and Cortez closed to traffic.

6:00pm - Vendors allowed to begin set up. SET UP MAY NOT BEGIN ANY EARLIER THAN 6:00PM. Parking Spaces around the plaza are reserved for vendors during this time. Vendors are also allowed to temporarily park in the turning lanes on Cortez and Montezuma for unloading.

**8:00pm - First WALK THRU to check for County Rules and Regulations (no fines assessed at this time just verbal notices)**

**SATURDAY - NO VENDOR PARKING AROUND THE PLAZA - PLEASE LEAVE PARKING FOR YOUR CUSTOMERS**

**8:00am - Official County Rules and Regulations Walk Thru (no fines assessed at this time just written notices.**

9:00am - EVENT STARTS all booths must be ready for sales.

5:00pm - End of Day



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## **SUNDAY - NO VENDOR PARKING AROUND THE PLAZA DURING THE FESTIVAL HOURS**

9:00am - EVENT STARTS all booths must be ready for sales.

10:00am - **Official Rules and Regulations Walk thru (fines may be assessed at this time if notices have not been adhered to)**

4:00pm - EVENT WRAP (vendors must dispose of trash in the dumpsters NOT IN THE SMALL TRASH CANS)

4:00-9:00pm - There will be parking spaces reserved for vendors during this time. Vendors are allowed to temporarily park in the turning lanes on Cortez and Montezuma for loading.

**7:00pm - All vendors must be completely cleared off grounds and booth spaces left in good condition and free of any trash, paper, zip ties, etc.**

**Final walk thru with the County will take place and any vendors still on premises will be assessed fines and will not be invited to future events with The Mountain Artists Guild.**

### **PARKING**

Exhibitor parking **is NOT PERMITTED** on or around the Courthouse Plaza **during the event** unless you are loading or unloading. Please MOVE vehicles to other parking areas in the downtown area.

Your Parking Permit is only for unloading on Friday between 4pm - 9pm and load out between 4pm - 9pm on Sunday or at Mile High Middle School. RV parking and overnight parking is located for vendors at the Mile High Middle School track. Mile High Middle School will be closed at 7:30pm on Sunday night. Vehicles in violation of these rules will be towed at owner's expense.

### **Vendor Limitations**

Vendors are not permitted to conduct raffles or games that have not been pre-approved by The Mountain Artists Guild. The use of devices for mechanical reproduction of sound or music is permitted (up to 85 decibels) but must be controlled. Sound of any kind must not be projected outside the confines of the vendor booth. Non-food vendors may not sell or give away food and beverage items. Sales of food and beverages must be pre-approved by The Mountain Artists Guild and must take place inside the food vendor area on Goodwin Street. Vendors are not permitted to roam the festival grounds or parking areas to sell products or to promote their business. Additionally, vendors may not use generators to provide additional electricity to their booth or vendor space on the Courthouse Plaza.

### **Damages**

Vendors are liable for any damage caused by fastening displays or fixtures to trees, benches or any County property or for damage caused in any other manner. Vendor agrees to reimburse County of Yavapai for damages.

**PLEASE SIGN AND RETURN PAGE 5 OF THIS CONTRACT.**



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**The vendor acknowledges that this contract and related documents have been fully read and understood and agrees to abide by them as written. This agreement is solely between The Mountain Artists Guild and the vendor.**

**The Mountain Artists Guild Summer Fine Art & Wine Festival, August 1-3, 2025**

Name of Organization/Business: \_\_\_\_\_  
please print

Applicant's Name: (please print) \_\_\_\_\_ Applicant's Title \_\_\_\_\_

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



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**For Office Use Only:**

Date Received: \_\_\_\_\_

Booth Space #: \_\_\_\_\_

TPT #: \_\_\_\_\_

Copy to Yavapai County: \_\_\_\_\_