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## NEXT SHOW OCTOBER 4-5, 2024

PRESCOTT RODEO GROUNDS, AZ.

Vendor set-up begins Friday 7:00 a.m. Early Bird (\$20) opens to public on Friday at 3 p.m. – closing at 7 p.m. Saturday (\$8) opens to public 9 a.m. – closing 4 p.m. Vendors exit rodeo grounds by 8:00 p.m. Saturday.

### ABOUT THE FACILITY AND VENDOR EXHIBIT SPACE:

- See Site Plan and Space Layout Maps included with this Vendor Application Packet.
- Freeman Bldg. Section A: Indoor space with 43 tables (28 - 6” tables and 15 - 8’ tables)
- Mackin Bldg. Section B: Indoor space with 50 tables (44 - 6’’tables and 6 - 8’ tables)
- Mackin Bldg. Deck, Section C: Outdoor area under sun sails.
- Freeman Outdoor Section A: 6 uncovered vendor spaces east of the building
- Mackin/Freeman Outdoor Section B: Spaces along Rodeo Dr. roadway and stalls along the roadway between the two buildings.
- Grandstands Section D: 36 vendor spaces under roof, of various sizes and identified on layout map
- Each space size and pricing is identified on the individual Space Layout Maps.
- Space fee is \$1 per sq ft for the 2 days. Vendors should bring their own tables and chairs to be utilized within their Patio, Grandstands and Outdoor spaces.
- Tables: Tables and chairs are provided for inside Mackin and Freeman buildings.
- Grandstand exhibit area spaces have red triangle depicting locations of power outlets. You will need to request an electric outlet in advance (check box on dealer application). Extension cords are not provided.
- Complimentary motorized cart service is available between the Vendor Parking area and the entrance to the Prescott Antique Show and back.
- Complimentary motorized cart service is available to assist loading into the Grandstands only.
- Helpers will be on hand to assist those vendors who have requested and paid for assistance. Helpers receive \$20 per hour and must be reserved in advance. *Check the “Helper” box on the vendor application and include the helper fee with your remittance.* Note: your request for a helper is a commitment – if you need to cancel please do so in advance of the show so we can notify the helper.

Applications are now being accepted. Requests are granted on a first come – first serve basis and your payment guarantees your reservation. If you participated in the last show (June, 2023), you are guaranteed 1<sup>st</sup> choice over new Vendors provided your application/payment is received by *Friday, April 12, 2024.* Refer to the *Space Layout included in this packet* for space locations or visit <https://www.prescottantiqueshow.com/> and download the vendor application and other documents. Returning vendors from the Findlay Toyota Center who were vendors when we were at the Rodeo grounds will have 1<sup>st</sup> choice of their spaces they had back in June of 2019.

### STATE TAX REQUIREMENTS

A *verifiable* Arizona Transaction Privilege Tax (TPT) number is required.

- To obtain or renew a TPT number online go to: <https://azdor.gov/transaction-privilege-tax/tpt-license/applying-tpt-license>
- The City of Prescott does not require vendors to have an additional special event license. However, we are required to submit vendor TPT numbers to the City of Prescott. For City of Prescott Special Events TPT requirements go to: <https://prescott-az.gov/budget-and-finance/tpt-license/#:~:text=The%20transaction%20privilege%20tax%20rate,detailed%20in%20this%20tax%20chart.> Look under “Tax Brochures” and then under “Special Events Vendors and Sponsor/Promoters”

## VENDOR SET-UP/TAKE-DOWN HOURS

Off-loading and set-up starts at 7:00 a.m. Friday morning. All vendors will be scheduled IN ADVANCE to load into the 5 basic areas. Mackin Building, Mackin Deck, Freeman Building, Grandstands and Outdoor Sections. ***Set-up timeframes will be scheduled closer to the event, but a rough schedule (with possible modifications) is as follows:***

### Beginning 7:00 a.m. – 9:00 a.m...

- Vendors who have been pre-approved and scheduled to unload into the Grandstand Section ‘D’ and Mackin Deck Section ‘C’. This includes vendors with pre-arranged motorized cart service

### Beginning 9:00 a.m.

- All other vendors in Freeman and Mackin buildings and all outdoor Sections ‘A’ and ‘B’

## VENDOR BADGES

- Each vendor is provided 2 badges – if you pay for 2 spaces you are entitled to 4 badges. There is an area on the Vendor Application to write badge names. Vendors may request additional *temporary* badges for individuals who are assisting with set-up/take-down. These temporary badges are not to be used to “shop the show”.

## SECURITY

- The Mackin and Freeman buildings are locked down. The Arizona Rangers will provide security for all exhibit areas including Grandstands and outdoor spaces from 6pm Friday to 9am Saturday. Plus there is a Rodeo Grounds employee onsite overnight. Vendors should follow the usual practice of covering tables and taking other precautionary measures as they deem prudent.
- Outdoor spaces should be covered and secured against possible wind or rain.

## OVERNIGHT PARKING

- Trucks, trailers, cars, etc. may park overnight in the designated vendor parking area free of charge.
- For those with RVs and wanting to camp can park and rent space for \$45 direct with the Rodeo Grounds. They have full hookups, water, power and electricity.

## FOOD TRUCKS

- Food trucks will be onsite during Friday early bird event and all day on Saturday.

## RULES

- This is an antique and vintage show. Your merchandise needs to have been made prior to 1983. Newer items will be subject to removal.
- Wall space can be utilized as long as you find innovative ways to display without damaging the walls. As always, we depend on you to use your good judgement. If in doubt – don’t!
- Keep everyone safe! Please take care to ensure your merchandise does not protrude into the aisle or walkway in front of your spaces. We want to be accident-free!

## LODGING

- Our event is in the peak of the season for the Prescott area. Some of our vendors last year stayed at the Roadway Inn (on Gurley just as you enter Prescott from the east) – about 9 minutes from the Prescott Rodeo Grounds. Also the Hilton Garden Inn is a 6 min or 1.3 miles away, Hotel St Michael, Springhill Suites, Marriott, Hassayampa Inn are also nearby to name a few.

Questions? Contact: Daniel Konkel @310-489-3919 or Kathryn Konkel @818-679-0723 or email at [prescottantiqueshowytb@gmail.com](mailto:prescottantiqueshowytb@gmail.com)