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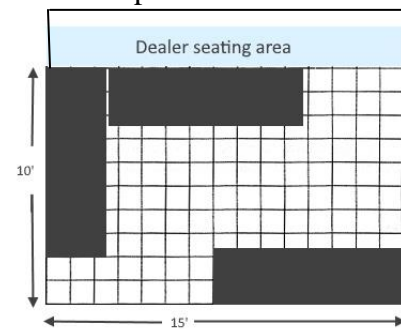
## NEXT SHOW MAY 26-27, 2023

FINDLAY TOYOTA CENTER, 3201 N. MAIN ST, PRESCOTT VALLEY, AZ.

Vendor set-up begins Friday 7:00 a.m. Early Bird (\$15) opens to public on Friday at 2 p.m. – closing at 6 p.m. Saturday (\$5) opens to public 9 a.m. – closing 4 p.m. Vendors exit building by 7:15 p.m.

### ABOUT THE FACILITY AND VENDOR EXHIBIT SPACE:

- Air conditioned, under roof with 30,000 sf of display area within the arena and along the concourse surrounding the arena. See Space Layout Map included with this Vendor Application Packet.
- 82 vendor spaces - each is 10'x15' with an additional 4'- 5' at back or side of space for vendor seating and/or additional display. Approximate total area 225 SF.
- Space fee \$200 for the 2 days and includes three free 8' tables and chairs per space – these free tables are available for the first 50 spaces sold. Vendors may bring additional tables to be utilized within their space.
- Tables. We have 150 8' tables provided by the venue free of charge for the first 50 spaces sold – 3 tables per space. 100 additional tables are available at a cost of \$8 each. Chairs are free.
- Concourse exhibit area has wall space and electrical outlets. For the arena exhibit spaces, the 2 rows in the center of the arena do NOT have electrical outlets but the spaces directly in front of the 4' high arena walls DO have outlets. You will need to request an electric outlet in advance (check box on dealer application).
- **FREE!** For our vendors with spaces in the arena area, a no charge motorized cart service is available to transport inventory from vehicle to space - includes reverse service at close of show. Two long-bed utility carts driven by Findlay personnel will be utilized. *Check the box on the vendor application to reserve cart service and indicate preferred arrival time.* Service at close of show is provided on a “when ready” basis.
- Vendors with spaces in the arena area that have large, heavy items such as furniture, heavy shelving, etc. *may* be given the option to drive their vehicles (trucks/trailers) onto the floor for off-loading. Pre-approval required and must be scheduled in advance. *Check the box on the dealer application to request drive in privileges.* Vendors with spaces located in the concourse areas have access for off-loading from adjacent pull-in parking areas (front of building and north parking area).
- Helpers will be on hand to assist vendors if needed. These helpers receive \$20 per hour and must be reserved in advance. Vendors pay helpers directly at time of service. *Check the “Helper” box on the vendor application if you need one.* 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.
- Our event is in the peak of the season for the Prescott area and during the Memorial Day weekend. Some of our vendors last year stayed at the Roadway Inn (on Gurley just as you enter Prescott from the east) – about 15 minutes from the Toyota Center. Their internet quoted rate for Friday, May 26 is \$132 including tax for 1 King or \$161 including tax for 2 Queens. If you learn of a reasonable rate please let Debbie know and she can get the word out to all our vendors.



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, 2022), you are guaranteed your same space(s) provided your application/payment is received by *Monday, February 6, 2023.* 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. Email or call if you don't remember your space # from last June.

### 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>

### VENDOR SET-UP/TAKE-DOWN HOURS

Off-loading and set-up starts at 7:00 a.m. Friday morning beginning with vendors who have been authorized to drive onto the arena floor. These vendors must schedule IN ADVANCE. Set-up timeframes are as follows:

#### Beginning 7:00 a.m. – 7:45 a.m...

- Vendors who have been pre-approved and scheduled to drive onto the arena floor.

#### Beginning 7:00 a.m.

- Vendors with spaces located in the Concourse areas may begin unloading at 7:00 a.m. or thereafter

#### Beginning 8:00 a.m.

- Vendors with motorized cart service (according to their pre-arranged schedule)
- All other vendors

### VENDOR BADGES

- Each vendor space 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

- This is a “locked down” facility. No security personnel are present in the building overnight. Vendors should follow the usual practice of covering tables and taking other precautionary measures as they deem prudent.

### OVERNIGHT PARKING

- RVs and other self-contained vehicles may park overnight in the designated vendor parking area free of charge. There is no security offered in this area but please request a permit by completing the “request parking permit” section of the vendor application.

### FOOD COURT

- The food court concessions will provide service on Friday and 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!

Questions? Contact: Arlene Bright 928-443-1862 or email [prescottantiqueshow@gmail.com](mailto:prescottantiqueshow@gmail.com)