



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## James Family Prescott YMCA Whiskey Row Marathon 2018 Sports & Business Expo Exhibitor Regulations & Information

We are pleased that you'll be able to join us for our 40<sup>th</sup> Annual Whiskey Row Marathon.

### Location:

James Family Prescott YMCA - Friday  
750 Whipple St, Prescott, AZ 86301  
Courthouse Square - Saturday  
South lawns on the Courthouse Square sections A, B  
Between Montezuma, Goodwin and Cortez  
Staff will assist you with your location when you arrive  
Finish line is on the I-Block walkway between sections A and B

**Booth Space:** 10 x 15

### Event Time:

Friday	May 4	3:00pm-8:00pm	YMCA
Saturday	May 5	7:00am-12:00pm	Courthouse Square

### Set-Up Time:

Friday	May 4	2:00pm-3:00pm	YMCA
Saturday	May 5	6:00am-7:00am	Courthouse Square

Exhibitors are responsible for providing, handling, erecting and removing display materials. No equipment or materials are provided.

### Take-Down Time:

Friday	May 4	8:00pm-9:00pm	YMCA
Saturday	May 5	12:00pm-1:00pm	Courthouse Square

### Loading and Unloading

YMCA - Friday  
Loading zone at the sidewalk in front of the main building  
Courthouse Square - Saturday  
Vehicles are not allowed on the I-Block walkways.  
Enter courthouse plaza on the Union & Cortez St. entrance  
Booth tents, chairs, equipment, materials need to be unloaded from the driveways or the street.

### Parking:

YMCA - Friday  
Main parking lot, rear parking lot or Lindquist Park lot  
Courthouse - Saturday  
After unloading, park on any side street that is open for parking or in the Parking Garage on South Granite

### **Canopies, Tables, Chairs:**

Exhibitor is responsible for their own 10 x 10 canopy / tent, tables, chairs, signage, etc.  
Electricity is not available

### **Yavapai County Courthouse Guidelines:**

No stakes or any objects inserted into the ground.

Tent weights/sandbags are mandatory and are to be suspended off the grass.

Items may not be tied or nailed to the trees.

All boxes or containers must be elevated off the grass by 2" in height, including ice chests, pallets, wheeled cases, tubs, boxes, purses, etc. and be able to see under everything.

Suggestions to raise items 2":

2" pvc pipe cut into 6 inch sections

2x4x18 boards with notches cut to lay longer boards across

While setting up or tearing down, please keep boxes, tents, etc on sidewalks.

No carpets, rugs, mats or other covering material shall be placed on the grass.

You are responsible to keep your area clean including during set-up/clean-up.

Driving of motorized vehicles on the "I" blocks is expressly prohibited.

Trash must be taken to the dumpsters on the SW corner of the plaza.

No straw, hay or like product is permitted on the grass area.

Benches and tables are for park visitors not for artist/vendor use.

Yavapai County Courthouse/Prescott Downtown Partnership will be assessing fines for any of the above violations.

If damage is determined, exhibitor will be responsible for the repair costs.

### **Merchandise / Food Sales:**

The City of Prescott City Code requires all persons who engage in any business, occupation, or profession within the City to obtain an annual city business license.

This requirement includes:

- Businesses located within the municipal limits of Prescott, and those who may be physically located outside of the limits but enter the City to engage in business activity.
- For profit and non-profit
- Occupations and professional services
- Separate license per location
- Special event vendors and promoter/sponsors

You may obtain a business license at [www.prescott-az.gov/business/license](http://www.prescott-az.gov/business/license).

You are required to have a copy of your business license with you during the Expo.

You are responsible for the collection of Arizona State Sales Tax.

You are responsible for your cash change. The YMCA does not provide change.

You are responsible for County Health Department permit if preparing/selling food.

### **Refreshment Garden:**

Refreshment garden snacks are available to Expo vendors

Identify yourself as a Vendor

### **Weather:**

Be prepared for sunshine, rain, snow or wind. Check for updates.

Use sandbags (raised off the ground) to securely hold your canopy, no stakes in the ground

If you have any questions or need additional information, please feel free to contact Laura Winniford-Hodgins, Race Director at 928-445-7221 x217 or [laura@prescottymca.org](mailto:laura@prescottymca.org) or Rachelle Skvarek, Assistant Race Director at [rachelle.skvarek@prescottymca.org](mailto:rachelle.skvarek@prescottymca.org) or 928-445-7221 x213.

Set-Up 6:00-7:00am  
Take Down 12:00-1:00pm

