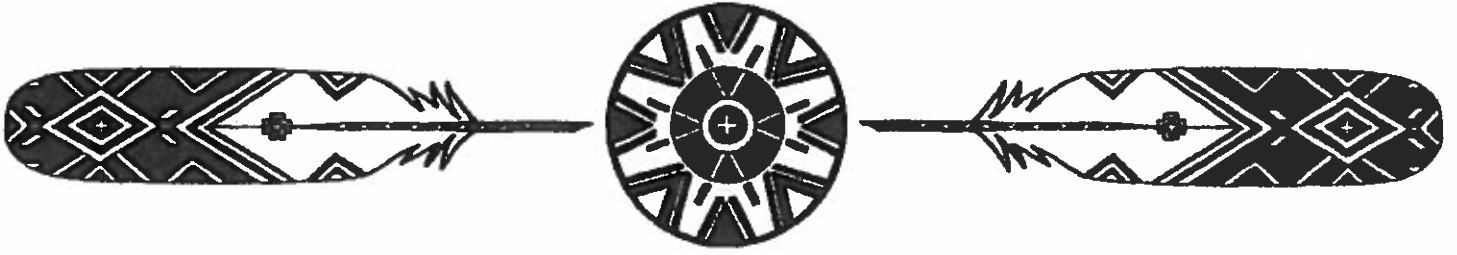


PRESCOTT POWWOW



ELDERS EMBRACING THE YOUTH

September 22, 23 and 24, 2017

Hello!

Thank you for your interest in the Prescott Powwow! We hope that you will join us. There are some new forms in your packet.

The City of Prescott now requires every vendor to have a City of Prescott Business License. IF AT ALL POSSIBLE—PLEASE TRY TO COMPLETE THIS PROCESS ONLINE BEFORE ARRIVING AT THE POWWOW! If not, bring a cashier's check or money order for \$35 payable to the City of Prescott and your completed application. We will process it for you at, or just after Powwow.

Food Vendors! You must be PAID IN FULL before the Powwow to receive a spot. Also, please be aware that Yavapai County Health Department has already warned us that they will be doing inspections, and any rules not followed in their new packet, will constitute a violation, and you will be asked to close down and leave.

Arts and Craft Vendors! The Powwow Committee would appreciate the donation of one of your items for our raffle, which directly helps us continue to keep this a social powwow.

Any questions, please call or TEXT me at 928-925-2846. I will return your call as soon as possible.

Thanks and hope to see you soon.

A handwritten signature in cursive script that reads "Cindy". The signature is written in black ink and has a long, sweeping tail that extends to the right.

Cindy Gresser

Vendor Application
11th Annual Prescott Intertribal Powwow
Watson Lake Park, Prescott, AZ
September 22, 23 & 24, 2017

First Name: _____ Last Name: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Email: _____

AUTHENTICITY AND QUALITY: Please describe your art or craft in detail. Each item **MUST** be made or *significantly* embellished by the Native American Artist (Vendor):

SALES OF CEREMONIAL PIPES, TOBACCO, INDIAN MASCOT TEAM CLOTHING AND ALCOHOL ARE NOT ALLOWED. The Prescott Powwow Committee reserves the right to approve any and all items that will be sold, as well as refuse any application for any reason. On the day of the Powwow, any exhibitor found to be displaying or selling non-Native American made, or imported items will be asked to leave. Additionally, any vendor selling derogatory, offensive or ceremonial items will be asked to leave the Powwow.

NO REFUNDS WILL BE GIVEN UNDER THESE CIRCUMSTANCES.

Fees:

**\$150.00 per 10'x 15' space for Arts and Crafts. \$250.00 for a double space.
\$500.00 for Food Service Booths.**

FOOD VENDOR BOOTHS MUST BE PAID IN FULL PRIOR TO POWWOW.

These fees are payable to: Prescott Powwow Committee

THIS YEAR ALL VENDORS MUST HAVE A CITY OF PRESCOTT BUSINESS LICENSE THAT WILL COST \$35. THE FORM IS ATTACHED. PLEASE ATTEMPT TO COMPLETE THIS PRIOR TO SENDING IN YOUR APPLICATION. IF NECESSARY, BRING YOUR COMPLETED FORM AND A \$35 CHECK PAYABLE TO THE CITY OF PRESCOTT AND WE WILL PROCESS IT AFTER POWWOW.

COP Business License #: _____

BOTH FEES MUST BE INCLUDED WITH YOUR APPLICATION FOR ACCEPTANCE. CASHIER'S CHECKS OR MONEY ORDERS ONLY!!! No personal checks accepted.

Questions? Call or TEXT Cindy 928-925-2846 or email at cindy.gresser@aol.com

Prescott Powwow Committee asks that each arts & craft vendor provide one item from their inventory to support our raffle.

By my signature below, I agree to the conditions listed above and submit my application and fees for the Prescott Powwow.

Signature: _____ Date: _____

RULES

There is to be NO SALE OF CEREMONIAL PIPES, TOBACCO, INDIAN MASCOT TEAM CLOTHING OR ALCOHOL

- No selling of feathers from birds of prey
- Security will NOT be provided each night after the event. Exhibitors leave their work at their own risk
- Booths **MUST** remain open during the Powwow
- Exhibitors are prohibited from distributing literature of, or promoting any religious, fraternal, political or commercial organization. Literature regarding the artist or craft person's work or gallery affiliation is permitted.
- All items must be handcrafted by the artist (VENDOR). Factory reproduced designs on ready-ware apparel are considered to be "resale" and are not permitted.
- **NO RESALE ITEMS**
- A portable fire extinguisher is strongly recommended for each booth
- If you need power, bring a generator to insure that you have power available
- Arts and Craft vendors will not be allowed to sell food or drinks from their booth
- Please do not bring your pets with you

NON-PROFITS! Please complete the application and send a copy of updated Non-Profit Status IRS Letter. As long as you are not selling in your booth, fees are waived.

THE PRESCOTT POWWOW COMMITTEE IS NOT RESPONSIBLE FOR THEFT, INJURY, BROKEN ITEMS OR PERSONAL SECURITY

Check-in: Begins Friday, **September 22rd at 10am**. You may set up after check-in

**Questions?: Call or TEXT Cindy at 928-925-2846
or email at cindy.gresser@aol.com**

Please make a copy of your application before sending for your records.

Send your application to:
Prescott Powwow Committee
PO Box 12172
Prescott, AZ 86301

*If you have a tipi or tent—bring it and camp out!! Bathrooms and showers available onsite.
Open fires/flames are not allowed on the grass areas.*



BUSINESS LICENSE APPLICATION - SPECIAL EVENTS ONLY

Tax & Licensing Division
 201 S. Cortez
 Prescott, Arizona 86303
 Phone: (928)-777-1268
 Fax: (928)-777-1255
 Email: business.license@prescott-az.gov

Event sponsors/promoters and vendors are required to obtain a business license (unless already possessing City business license) and comply with the City Tax Code. A business license is valid for all events you participate in for the entire calendar year in which it is issued. You may apply for and pay for this license online at www.prescott-az.gov/business/license/. The annual license fee is \$35 expires each December 31st.

Section 1: Business Information

Business Name:	Legal Business Name (if different):
Business Location (Street, City, State, Zip Code) Not the event location. This would be what you normally consider your place of business. For many it would be your home address.	
Current Mailing Address: (Street/P.O. Box, City, State, Zip)	
Business Phone (include area code):	Start Date in Prescott (Month and Year):
Email:	AZ State TPT (Sales Tax) Number:
Federal ID #:	<input type="checkbox"/> My business location listed above is my home in City limits and I also do business at this home location outside of the event.

Section 2: Current Primary Business Activity Type

<input type="checkbox"/> Retail	<input type="checkbox"/> Restaurant/Food Service	<input type="checkbox"/> Amusements	<input type="checkbox"/> Civic/Social/Religious Organization	<input type="checkbox"/> Other: _____
Briefly Describe Nature of Business:				

Section 3: Current Ownership Type

<input type="checkbox"/> Individual Owner / Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> Foreign	<input type="checkbox"/> LLC - Limited Liability Company
<input type="checkbox"/> Corporation - State: _____	<input type="checkbox"/> Trust	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Other: _____

Section 4: Ownership Information (For additional names, please attach list)

1. Ownership Information	2. Ownership Information
Name:	Name:
Title (Owner, Member, Officer, etc.):	Title (Owner, Member, Officer, etc.):
Mailing Address:	Mailing Address:
City, State, Zip:	City, State, Zip:
Contact Phone:	Contact Phone:

I certify that the statements made in this application are true and complete to the best of my knowledge. I understand that issuance of a business license shall in no way be construed as permission to operate a business activity in violation of any other law or regulation to which such activity may be subject. Incomplete forms may not be processed. If additional space is needed please provide a separate page containing that information.

Signature	Date	Print Name	Title
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PRESCOTT PRIVILEGE TAX

ADDITIONAL RESOURCES

ADOR has a website dedicated for Special Events. The site includes helpful information for licensing and tax compliance. The website is located at www.azdor.gov and Transaction Privilege Tax (TPT) > Reporting Guide > Special Events Craft Shows & Trade Shows.

1. Sales of paintings, sculptures or similar works of fine art sold by the **original artist**. For example, an original oil painting would not be subject to tax, but a print copy would. Sales of "art creations", however are subject to tax. "Art Creations" are defined as having a dual purpose, both aesthetic and utilitarian, such as jewelry, glasswork, pottery, woodwork, metalwork, furniture and clothing.

2. Vendors who are supplying information only and are not making sales.

3. Sales by non-profit organizations operated exclusively for charitable purposes.

4. Sales of food products by producers (farmers) selling their own products

CALCULATING THE TAX

Although privilege tax is normally passed on to the consumer, it is actually a tax charged to the vendor for the "privilege" of doing business in Arizona. The tax can be added to the price of the item, or it can be included in the price of the item.

SPECIAL EVENTS



This publication is for general information regarding Transaction Privilege (Sales) Tax and licensing requirements for events. For complete details, refer to the City of Prescott Privilege & Use Tax Code and related regulations. In the case of an inconsistency or omission in this publication, the language of the Tax Code will prevail. The transaction privilege tax is commonly referred to as a sales tax, however, under the State of Arizona law, the tax is on the privilege of doing business in Prescott and is not a true sales tax.

To view a complete copy of the City tax code, please go to: <http://www.prescott-az.gov>



Finance Department
Tax & Licensing Division
201 S. Cortez Street
P O Box 2077
Prescott, AZ 86302
Phone: (928) 777-1268
Fax: (928) 777-1255
Email: salestax@prescott-az.gov

October 2016

SPECIAL EVENTS

These guidelines apply to all special events. Non-profit sponsored events no longer have separate guidelines.

BUSINESS LICENSE REQUIREMENTS

Special event vendors and sponsors/promoters are required to obtain a business license unless already possessing an annual license to operate in the City or qualify for an exemption (see detail in the business license brochure).

- \$35 annual fee
- Apply for and renew online

In addition, all special event sponsors/promoters will furnish a list of all vendors participating in the event, including each vendor's business license number and transaction privilege tax number (if applicable) within 10 days of the close of the event.

TAX LICENSE REQUIREMENTS

All vendors and sponsors/promoters must comply with the City Tax Code. The most common classifications of taxable activities for vendors at special events include retail sales, restaurants, and amusements.

Businesses or individuals conducting taxable activities will be required to obtain a transaction privilege tax license through the Arizona Department of Revenue (ADOR). The license can be applied for and taxes reported online at www.aztaxes.gov.

The license provides you with an account with ADOR and the City of Prescott. Both State, County, and City taxes are reported on the single tax return. The ADOR will forward the taxes paid to the City of Prescott.

ADDITIONAL LICENSING REQUIREMENTS

Vendors will not be subject to the additional peddler/solicitor licensing requirements when they are approved participants of the special event by the event organizer, promoter, or sponsor.

TAXABLE ACTIVITIES

Retail: If you sell tangible personal property, including crafts (even if you consider it a hobby), you must be licensed and are responsible for TPT. Also, this includes food items for home consumption. The tax base for the retail classification is the gross proceeds of sales or gross income derived from the business.

Restaurant: Sales of prepared or served food or beverages for consumption on or off the premises

are subject to TPT under the restaurant classification. Businesses selling alcoholic beverages are advised to contact the Arizona Department of Liquor Licenses and Control for information on liquor licenses.

Amusement: The amusement classification is comprised of the business of operating or conducting various amusement activities including contests, games, sports events, or any other business which charges admission or user fees for exhibition, amusement or entertainment. Any charges or fees for activities such as games, rides, horse rides, balloon rides and any admission fees are subject to TPT under the amusement classification.

Personal Property Rental: Personal Property Rental Classification TPT is imposed on persons, such as special event promoters, renting or leasing tangible personal property like tables and chairs.

Commercial Lease: The fee charged to a vendor for space to show his wares is taxable. There may be exemptions for certain types of non-profit activities. The tax may be added to the cost of the vendor's rental fee.

Exemptions: Common exemptions to taxable activity for special events include: