



VENDOR RULES AND REGULATIONS

41st Annual *COOLIDGE COTTON DAYS Festival*
March 3rd-5th 2023

DATES	Friday, Saturday, and Sunday, <i>March 3rd, 4th & 5th, 2023</i>
OPERATING HOURS	Friday – 12:00 p.m. to 10:00 p.m. Saturday – 9:00 a.m. to 10:00 p.m. Sunday – 12:00 p.m. to 5:00 p.m.
FOOD VENDOR REQUIREMENTS	<ul style="list-style-type: none"> • The application deadline for food vendors is February 15, 2023 at 5:00p.m. • The application must include a <u>completed</u> Pinal County Temporary Food Booth Application unless the food vendor holds a current license from Pinal County for a Mobile Food Truck. • All proposed menu items must be included on the application. • Only food items selected by the Coolidge Chamber of Commerce will be accepted. The Board may disallow some items to ensure that they are not overly represented, which should help all vendors in total sales. • No alcoholic beverages may be sold. • Any vendor not complying with the Coolidge Chamber of Commerce, Pinal County Health Dept., and City of Coolidge rules and regulations will be immediately closed down and not permitted to return for future events.
SPACE DETAILS	<ul style="list-style-type: none"> • Most of the booth sizes are 12 x 12; (additional booths may be required for additional footage). Make sure you put the size of your equipment/trailer (including trailer hitch) on your application. <u>If you don't send the correct size and funds for your space you are not locked in.</u>
APPLICATION INFORMATION	<ul style="list-style-type: none"> • Applications for food booths must be received by the Chamber no later than 5:00pm on February 15th, 2023 • Applications for non-food vendors must be received by the Chamber no later than February 20th, 2023. • All notifications will be emailed by February 23rd (if no email, you may call after February 24th). • Appropriate fees must be remitted with the application. • No refunds after February 20, 2023. • There will be a \$50 fee for returned checks.



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SET UP FOR BOOTHS	<p style="text-align: center;">Please check in at the DAV Military Museum (320 W. Central Ave.) to confirm your arrival and booth location.</p> <p style="text-align: center;"><u>Food & Non Food Booths</u></p> <ul style="list-style-type: none"> • Thursday, March 2nd – 7:00 am to 11:00 am Allow sufficient time to unload your display prior to 11:00 am. Friday • Food Booths must be set up prior to 11:00 am on Friday for Health Inspection <p style="text-align: center;"><u>Information Booth</u></p> <ul style="list-style-type: none"> • Friday, March 3rd- 9:00 am - 4:00 pm <p style="text-align: center;"><u>All Booths</u></p> <ul style="list-style-type: none"> • If necessary you can arrange your display after your vehicle has been removed from the park area. • Parking pass must be placed in vehicle in a visible spot. To unload and load during the event you may temporarily park on Central Ave or Pinkley Ave. You must remove your vehicle as soon as you have completed unloading or loading. You may drive in park to unload and load only on Thursday and Friday until 11:00am. Vendor parking will be in dirt lot on the corner of 4th Street and Pinkley Ave. If your parking pass is not visible, vehicle may be towed at owner’s expense. • You are responsible for disposal of waste water and grease disposal.
TEAR-DOWN	<ul style="list-style-type: none"> • Food and Non Food Booths may NOT be dismantled or removed from the park before 5:00 p.m. Sunday, and for safety reasons vehicles will not be allowed in the park during the event.
PARKING	<ul style="list-style-type: none"> • Because of safety requirements, vehicles other than authorized city trucks will not be permitted in park after unloading. • <u>Vendors' vehicles will only be permitted parking around the park Friday (7:00 a.m. to 11:00 a.m.) and Sunday (after 5:00 p.m.)</u>
SAFETY & SECURITY	<ul style="list-style-type: none"> • The City Park will be patrolled by Coolidge PD Friday and Saturday nights. However, vendors are responsible for their own belongings. • The Coolidge Chamber of Commerce, City of Coolidge, employees and volunteers are not responsible for any loss, damage, or accident. By applying to exhibit at the Cotton Days, all claims for such loss, damage, destruction, or injury are expressly waived by the Vendor. • Vendors are responsible and accountable for their personal conduct and demeanor as well as that of their staff and representatives.



VENDOR APPLICATIONS
 41st Annual *COOLIDGE COTTON DAYS* Festival
 March 3, 4 & 5, 2023

Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Please **LIST ALL PROPOSED ITEMS** on each line whether it be Food, Drinks, or Products to be sold. **Only** Products or services listed will be considered for contractual agreement. If additional space is needed, please attach an additional sheet to this form.

- | | | |
|----------|-----------|-----------|
| 1. _____ | 6. _____ | 11. _____ |
| 2. _____ | 7. _____ | 12. _____ |
| 3. _____ | 8. _____ | 13. _____ |
| 4. _____ | 9. _____ | 14. _____ |
| 5. _____ | 10. _____ | 15. _____ |

Please provide a photo or drawing of your Booth or Trailer (for Food or Non-Food Applications), otherwise this will be an incomplete application. Check the Box that applies to you.
 (Please note if more space is needed, place call for pricing)

<input type="checkbox"/>	Food Booth
Frontage (12ft not to exceed 15ft) \$350.00 Frontage over 15ft not to exceed 20ft \$400.00 Apply an additional \$50 for every extra 5ft This includes all parts of your trailer (ex. Hitch)	
<input type="checkbox"/> Booth or <input type="checkbox"/> Trailer: Indicate Actual Dimensions:	
Front _____ Wide X Side _____ Deep	
Serving from: Front Open Side Opening We only guarantee the frontage open area to sell from.	

<input type="checkbox"/>	Non-Food Booth
12ft x 12ft is a fee of \$200.00 Apply an additional \$50 for every extra 5ft This includes all parts of your trailer (ex. Hitch)	
<input type="checkbox"/> Booth or <input type="checkbox"/> Trailer: Indicate Actual Dimensions:	
Front _____ Wide X Side _____ Deep	
Serving from: Front Open or Side Opening We only guarantee the frontage open area to sell from	

<input type="checkbox"/>	Information Booth (12ft x 12ft)
Booth applicant fees will be \$25.00 for Profit and \$15.00 fee for Non-Profit	

15 to 25 amps available for Food Booths 15 amps available for Non-Food Booths Please read below and check whichever applies:			
Do you require electricity?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you require Water?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you use a Generator?	<input type="checkbox"/> Yes <input type="checkbox"/> No		



VENDOR ACKNOWLEDGEMENT FORM
41st Annual Coolidge Cotton Days Festival
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I affirm that the information presented in this application is fair and accurate. I have read the Rules and Regulations and if accepted, I agree to the rules and regulations set forth by the Coolidge Chamber of Commerce Board of Directors. I understand that the Coolidge Chamber of Commerce, Board of Directors, employees, volunteers along with the City of Coolidge are not responsible for any loss, damage or accident.

The Coolidge Chamber of Commerce Board of Directors reserve the right to approve and/or deny applications as deemed in the best interest of the Cotton Days Festival. The Board of Directors also reserve the right to refuse a vendor the right to sell any particular item.

Signature: _____ Date: _____

For Chamber Use Only

Enclosed is the following:

1. _____ Completed application form.
2. _____ Food and drink items itemized on application form or attached.
3. _____ Completed application for Pinal County Temporary Event Food Booth.
4. _____ Photo or Drawing of Booth/Trailer.
5. _____ Check made payable to Coolidge Chamber of Commerce for \$_____.

Date Paid: _____ Cash: _____ Check# _____

Credit Card# _____ Exp: _____ CCV#: _____

Approved:

Date: _____

Rejected:

Date: _____

Reason for Rejection: _____

Notification Sent to Vendor:

Date: _____

Via Email: _____