



## VENDOR RULES AND REGULATIONS

42nd Annual *COOLIDGE COTTON DAYS Festival*  
*March 1st-3rd 2024*

DATES	Friday, Saturday, and Sunday, <i>March 1<sup>st</sup>, 2<sup>nd</sup> &amp; 3<sup>rd</sup>, 2024</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"> <li>• The application deadline for food vendors is <b>February 14, 2024</b> at 5:00p.m.</li> <li>• 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. If you prepare food in your home you <b>must</b> have a Cottage License and provide the license number. If your Temporary Food Booth is denied, your booth fee <b>will not be refunded.</b></li> <li>• All proposed menu items must be included on the application.</li> <li>• 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.</li> <li>• No alcoholic beverages may be sold.</li> <li>• 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 and not permitted to return for future events and your booth fees <b>will not be refunded.</b></li> </ul>
SPACE DETAILS	<ul style="list-style-type: none"> <li>• Most of the booth sizes are <b>12 x 12</b>; (additional booths may be required for additional footage). Make sure you put the size of your equipment/trailer (including trailer hitch) on your application. <b><u>If you don't send the correct size and funds for your space you are not locked in.</u></b></li> </ul>
APPLICATION INFORMATION	<ul style="list-style-type: none"> <li>• Applications for <b>food booths</b> must be received by the Chamber no later than 5:00pm on <b>February 14th, 2024</b></li> <li>• Applications for <b>non-food vendors</b> must be received by the Chamber no later than <b>February 19th, 2024.</b></li> <li>• All notifications will be emailed by <b>February 22nd (if no email, you may call after February 23<sup>rd</sup>, 2024).</b></li> <li>• Appropriate fees must be remitted with the application.</li> <li>• <b>No refunds after February 19, 2024.</b></li> <li>• There will be a \$50 fee for returned checks.</li> </ul>



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SET UP FOR BOOTHS	<p style="text-align: center;"><b>Please check in at the          DAV Military Museum (320 W. Central Ave.) to confirm your arrival and booth location.</b></p> <p style="text-align: center;"><b><u>Food &amp; Non Food Booths</u></b></p> <ul style="list-style-type: none"> <li>• <b>Thursday, February 29th</b> – 7:00 am to 11:00 am          Allow sufficient time to unload your display <b>prior to 11:00 am. Friday</b></li> <li>• <b>Food Booths</b> must be set up prior to 11:00 am on Friday for Health Inspection</li> </ul> <p style="text-align: center;"><b><u>Information Booth</u></b></p> <ul style="list-style-type: none"> <li>• <b>Friday, March 1st- 9:00 am - 4:00 pm</b></li> </ul> <p style="text-align: center;"><b><u>All Booths</u></b></p> <ul style="list-style-type: none"> <li>• If necessary, you can arrange your display after your vehicle has been removed from the park area.</li> <li>• Parking pass must be placed in vehicle in a visible spot. To unload and load during the event you may <b>temporarily</b> 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 <b>Thursday and Friday until 11:00am.</b> 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.</li> <li>• You are responsible for disposal of waste water and grease disposal.</li> </ul>
TEAR-DOWN	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
PARKING	<ul style="list-style-type: none"> <li>• Because of safety requirements, vehicles other than authorized city trucks will not be permitted in park after unloading.</li> <li>• <b><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></b></li> </ul>
SAFETY & SECURITY	<ul style="list-style-type: none"> <li>• The City Park will be patrolled by Coolidge PD Friday and Saturday nights. However, vendors are responsible for their own belongings.</li> <li>• 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.</li> <li>• Vendors are responsible and accountable for their personal conduct and demeanor as well as that of their staff and representatives.</li> </ul>