



# GENERAL INFORMATION AND GUIDELINES

## Booth Size: 15ft. by 15ft. space

**EVENT SITE:** Cooper Historic Downtown Square

**VENDOR HOURS:** Saturday, October 13, 2018 8am to 5pm.

**APPLICATION:** Applications must be completed and returned no later than September 30, 2018. Any application past that date must include a late fee of \$15.00. Please include photos of your display booth and items with your applications. You can also text photos to 903-243-6255. We will make every effort to accommodate booth location requests, but no guarantees. NO booth space will be assigned without full payment, and will be assigned on a first come, first serve basis. No garage sales items allowed. No sale of guns or weapons in the childrens' area. **Cotton Harvest Festival reserves the right to refuse admission to any vendor or refuse to rent/renew rental of lot(s) at its sole discretion, and reserves the right to amend or change the policies and procedures without prior written notice.** RAIN OR SHINE – NO REFUNDS!

**SET UP/BREAK DOWN:** Set up Saturday 6am-8am. Break down 5pm-6pm. Vendors must check in at the SW corner of the square. No vehicles allowed between 8am-5pm ensuring pedestrian safety. No pegs or stakes allowed. No generators permitted. No set up or break down during fair hours. Electrical circuits may be purchased at time of application only. Please clearly state your needs on the entry form. Each vendor is responsible for providing everything necessary for display and sale of merchandise including tables, chairs, tents, etc. Utilities must be RESERVED IN ADVANCE. Be prepared to supply your OWN HEAVY DUTY 220V CORDS and WATER HOSES.

**PERMITS/LICENSES:** All vendors are responsible for obtaining the Texas Sales and Use Tax Permit, proper food and beverage licenses, and complying with state and local health regulations. Make certain that copies of permits/licenses required as part of your operation are attached thereto, including, but not limited to health permits, electrical permits, business licenses, Sales and Use Tax Permit etc for more information on the Sales and Use Permit, contact [www.window.state.tx.us/taxhelp/](http://www.window.state.tx.us/taxhelp/).

**SECURITY:** Festival, nor Cotton Harvest Festival, are responsible for the security or protection of the property and merchandise of exhibitors and concessionaires.

**MAINTENANCE:** Vendors are responsible for keeping their concession/booth area clear of debris and trash at all times. Trash containers are required in your booth. Volunteers will be available to help with trash needs throughout the day. Concessionaires cooking with grease are responsible for proper disposal of grease.

**ELECTRICAL AND FIRE CODES:** High pressure cylinders, including LP gas cylinders should be securely fastened to prevent tipping. At least one 40-B: C rated fire extinguisher shall be required at locations where flammable or combustible liquids are used, stored or dispensed. All cords crossing walkways must be duct taped to the pavement. Vendors must supply their own extension cords.

### Indemnity Clause

In consideration of permission to operate a booth at the Delta County Cotton Harvest Festival, the vendor signing below agrees to forever indemnify, defend, and hold harmless the Cotton Harvest Festival, the City of Cooper, Texas and the County of Delta, and their elected officials, employees, board members and volunteers from and against any and all claims, suits, or action of any kind brought by third parties as a result of any injuries sustained as a result of vendor's activities at the Delta County Cotton Harvest Festival.

**Complete all forms and blanks, enclose a check or money order payable to: Cotton Harvest Festival and mail to:**

**3839 FM 895, Cooper, TX 75432. Entries will not be processed until payment is received. If you have questions, contact Colton Wicks at 903-243-6255 or e-mail [cdwicks@gmail.com](mailto:cdwicks@gmail.com)**

**(IMPORTANT: retain a copy of both sides for your records.) If you have e-mail, confirmation of your entry will be sent; otherwise you will not be notified. You may call or text if needed.**

**For administration use only**

**Date Received \_\_\_\_\_ Amt. Received \_\_\_\_\_ Check \_\_\_\_\_ Cash \_\_\_\_\_**