



August 1, 2017

Dear Participant,

Thank you for your interest in the 25th Annual Pumpkin Festival at AGRIsapes, Cal Poly Pomona, October 7th & 8th. The theme of the Festival is 'Celebrating California Agriculture' and we are excited to have again for the 3rd year – Ag Discovery Lane – an area filled with Agriculture and gardening displays and exhibits including Ag Heritage with antique tractors and other farm equipment. This will be a great opportunity to expose your organization and activities to a broad audience.

We are encouraging exhibits that are interactive, especially child-oriented. If you have any items you would like to donate as giveaways or contest prizes please let me know. If you have questions or would like to discuss your booth please give me a call or e-mail.

Please read the following important information:

- Earlier advance set-up is possible this year and we **strongly** encourage you to do booth set-up on Friday, October 6th between 6:00pm and 8pm
- Even though security is provided; booth equipment & products are left at your own risk
- If you are not able to set-up on Friday, you may unload between 6:00am – 7:30am on Saturday. **All vehicles must be out of the area by 7:30am – NO EXCEPTIONS**
- Shade is not provided except by prior arrangement, please bring your own canopy, tables and chairs, correct change, etc. You must provide your own generator and extension cords.
- On the day of the event, you **MUST** enter on South Campus Drive unless directed otherwise, Vendor parking will be provided on site.
- Event Hours are 8am – 5pm although sales may continue until 5:15pm. All participants must stay until the conclusion. **No vehicles allowed back in until 5:45pm**
- This is a ticketed event, entrance and parking credentials will be issued for vendor employees

*Due to the high demand of vendors wanting to participate in our Pumpkin Festival, we will not be able to accommodate everyone. A completed application requesting inclusion in the event **Must be Submitted No Later than September 29th**.*

If you have any questions, please feel free to contact us via e-mail at pumpkinfestival@cpp.edu Additional event and ticket information is available on our website: pumpkinfestival.cpp.edu

We look forward to your participation in the Festival this year!

Craig Walters
AGRIsapes Director
Cal Poly Pomona
(909) 869-2780 office
(909) 319-9716 cell
chwalters@cpp.edu
pumpkinfestival.cpp.edu

PUMPKIN FESTIVAL - AG DISCOVERY LANE

October 7 & 8, 2017 Event

Conditions & Application

AG DISCOVERY LANE EXHIBIT BOOTH

Please be specific in describing what you will be exhibiting including any giveaways and interactive activities. If you are making presentations please provide the information and we will include you in the schedule of activities and announcements from the stage. Please e-mail information about your organization / company and a logo and we will put this on our website. We will try and accommodate your space requirements, feel free to ask for as much as you need. Wherever possible we will ask that you off-load and park vehicles in the lot provided, special arrangements may be possible upon request. Also please indicate if you will need power for your booth.

Vendors must stay within their assigned spaces and out of emergency lanes at all times. Trailers & vehicles are not permitted in the assigned space without prior approval. Placement of vendor booths is according to the needs of the event, specific spaces may be requested but not guaranteed. Booths shall not be moved at any time unless requested by event staff.

Exhibits that include live animals must receive prior approval for the Chairman of CPP Animal Science related to health & safety of animals and visitors.

Exhibitor must provide their own: Canopy, tables, chairs unless by prior arrangement. Parking passes will be provided.

Booth Space 10' x 10' – 20' x 40' depending on exhibit requirements. Ask for as much space as you need)

Sales Booths – Booths offering items for sale may be required to pay a \$100. Booth fee + 10% of sales. Non-Profit organizations may be exempt, please ask.

VENDOR MOVE-IN

1. Vendors are encouraged to set-up on Friday October 7th between 6PM and 10PM. The Vehicle Entrance will open at 6:00AM at South Campus Drive and Temple Ave. and all vehicles MUST be out of the event area by 7:30AM. Please stop at the check-in Booth for directions and credentials.
2. Vendor spaces must be occupied by 8:00AM on Saturday & Sunday and be staffed at all times until 5PM
3. All vendors must stay open until the conclusion of the event at 5:00PM although sales may continue until 5:15pm. No Vehicles will be allowed in until 5:45PM

CONDUCT

1. All instructions by the Cal Poly Pomona Pumpkin Festival staff must be respected at all times.
2. If you do not agree with or have a question about any instruction given by our staff, feel free to contact the event management during the event by contacting the Information Booth or Event Director Craig Walters at (909) 319-9716.

3. Threats of physical violence will not be allowed. Any such threat will result in immediate removal from the event without refund as well as permanent exclusion from all future events.
4. If at any time you have questions, comments, or complaints about the Pumpkin Festival, its rules and regulations, or its staff you are always welcome to contact event management, at 909-869-6722 or at the Information Booth.

SAFETY

1. After entering the event, stop at the Check-In Booth for instructions, please proceed when directed to your vendor space(s) & contact the area coordinator.
2. Motorized vehicles of any kind are not allowed by vendors during the event.
3. No pets, drugs, or weapons permitted.
4. The Pumpkin Festival is a No Smoking Event.
5. Please drive safely and do not exceed 5 mph at any time.
6. When leaving the event, please proceed directly to the closest exit location.

RESPONSIBILITY

Neither Cal Poly Pomona Pumpkin Festival nor the Cal Poly Foundation is responsible for theft or damage to property belonging to persons participating in the event. Nor does the Cal Poly Pomona Pumpkin Festival or Cal Poly Foundation assume any responsibility for items left unattended during and after the event.

INSURANCE

All Commercial Sales Exhibitors must maintain current general liability insurance in an amount no less than \$1,000,000.00, covering the vendor's activities at the Cal Poly Pomona Pumpkin Festival and naming separately as additionally insured parties:

The following additional insured must be included on certificate:

“the State of California, the Trustees of the California State University, the University, ASI, Cal Poly Pomona Foundation and the employees, officers, and agents of each of them are included as additional insured”



AG DISCOVERY LANE APPLICATION FORM

Saturday & Sunday – October 7 & 8, 2017

Business / Organization Name: _____

Contact Name: _____
(First) (Last)

Mailing Address: _____
(Address)

(City) (State) (Zip)

Phone: _____ Alt. Phone: _____

Email: _____ Fax: _____

Exhibitor Fee (Only if Sales Booth): \$100 in advance + 10% of gross sales at the end of event
Description of Exhibit, Size of Booth Space requested and if Live Animals are included (attach sheet if needed):

I agree to abide by all rules, regulations and restrictions set forth by the Cal Poly Pomona Pumpkin Festival. I understand that I am fully responsible for my equipment, products, contents, and transportation of said items, and permits required. I agree to release the Cal Poly Pomona Pumpkin Festival and Cal Poly Foundation staff and event management from all liability for any damage, injury, or property loss during this event.

I have read and understand the agreement and information above.

Exhibitor Signature: _____ Date _____

You will be contacted via email when your registration is received. If you do not hear from us within one week, please contact us at (909) 869-2780 or chwalters@cpp.edu. Sales booths require the application fee to be paid prior to the event.

Scan and e-mail or mail completed forms to:

MAIL OR DELIVER ALL FORMS & TO: Attn: Craig Walters
AGRIscapes
4102 S. University Drive
Pomona, CA 91768
(909) 869-2780
chwalters@cpp.edu

MAKE CHECK (When Applicable) PAYABLE TO: Cal Poly Foundation, Inc.

Office Use: Received & Approved: _____ Date: _____
