



August 1, 2017

Dear Food Vendors,

Thank you for your interest in the 25th Annual Pumpkin Festival at AGRIsclapes, Cal Poly Pomona, October 7th & 8<sup>th</sup>. The theme of the Festival is 'Celebrating California Agriculture' and we anticipate another great turn-out!

We welcome returning vendors as well as new entries, here are a couple of notes for this year's Festival:

- The Primary Food Area will be located along the grass strip leading out to the Gazebo. The large grass area surrounding the Gazebo will be filled with tables w/ umbrellas as well as being the center of live entertainment and contests.
- The Advance Participation Fee will be \$300 per food vendor
- The Event Percentage Fee will be 15% of Gross Sales to be paid at the close of business each day
- Procedures have changed on Campus for processing food permits, there will be hard deadline of September 15<sup>th</sup> for all application / health documents to be turned in, there can be No Exceptions.

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 12:00pm and 7pm
- 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; please bring your own canopy, tables and chairs, correct change, etc. You must provide your own generator and extension cords. Space is limited and the footprint of your booth must stay within the designated area.
- 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.

Please **Do Not** send payment until an invitation to participate is received, at that time you will be asked to supply all required insurance and health permit documents.

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

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

Craig Walters  
AGRIsclapes Director  
Pumpkin Festival Chairman  
Cal Poly Pomona  
(909) 869-2780  
[chwalters@cpp.edu](mailto:chwalters@cpp.edu)

# PUMPKIN FESTIVAL

## Food Vendor Terms, Conditions & Application

### October 7 & 8, 2017 Event

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#### FOOD VENDOR BOOTH

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The Pumpkin Festival is a fun Family Oriented event and we want to provide a great experience for our guests. Your cooperation and assistance before and during the event is extremely important. If at any time you see issues that need to be addressed, please immediately contact the information booth or your area coordinator.

You must be specific in descriptions of items to be sold. This will determine your suitability for acceptance at this event. Food, water or beverage items may not be sold without written authorization by the Cal Poly Pomona Pumpkin Festival.

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. If vendor violates any of the rules, the vendor shall be shut down and all fees withheld.

Vendor is responsible for and must provide your own canopy, tables, chairs, change, etc., parking will be designated.

Booth Space 10' x 10', large sizes available on request – Participation Fee \$300 + 15% of gross sales payable at the close of business each day. Following acceptance for participation, all documents and entry fee must be received no later than August 15<sup>th</sup> – No Exceptions.

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#### VENDOR MOVE-IN

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1. Vendors are encouraged to set-up on Friday October 6<sup>th</sup> after between 12pm and 7pm. The Vendor 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
2. Vendor spaces must be occupied by 8:00AM on Saturday & Sunday and be staffed at all times until 5PM. Special arrangements must be made in advance if you need remove your booth or truck Saturday night.
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 into the event area until 5:45PM

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#### CONDUCT

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1. Instructions by the Cal Poly Pomona Pumpkin Festival staff must be respected at all times. Failure to do so will result in removal from the event without refund. If you do not agree with or have a question about any instruction given by our staff, feel free to contact the event management via the information booth.

2. We request that all vendors conduct themselves in a reasonable and professional manner at all times. If a dispute arises please contact our staff immediately to resolve it.
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 at the sole discretion of the event Chairman and State University Police.
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.

## **REFUNDS**

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There will be NO refunds for any reason, including rain. All attempts will be made to continue with the event within the requirements for health and public safety.

## **SAFETY**

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1. After entering the event, stop at the Check-In Booth on South Campus Drive 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**

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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**

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All vendors must maintain current general liability insurance. The certificate must be from a carrier that has a rating of A or better with a financial rating of 7 or better, in an amount not less than \$1,000,000 for injuries, including accidental death, to any one person, and subject to the same minimum for each person, in an amount not less than \$1,000,000 for each accident and property damage insurance in an amount not less than \$500,000. The certificate must have the following endorsement:

***“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”***



# PUMPKIN FESTIVAL

## FOOD VENDOR APPLICATION FORM

### Saturday & Sunday – October 7 & 8, 2017

**Completed applications and all documents must be received by September 15, 2017**  
**DO NOT SEND CHECK UNTIL ACCEPTED FOR PARTICIPATION**

#### Vendor/ Information:

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
(First) (Last)

Mailing Address: \_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City) (State) (Zip)

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Description of item(s) to be sold (attach sheet if needed):

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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 agree to provide an accurate and truthful accounting of sales at the close of business each day.

**I have read and understand the agreement and information above.**

Entrant Signature: \_\_\_\_\_

You will be contacted via email when your registration is received and accepted. If you do not hear from us within one week, please contact us via e-mail at [pumpkinfestival@cpp.edu](mailto:pumpkinfestival@cpp.edu) Once you receive an invitation to participate, please mail or deliver your registration check along with the requested Insurance and Health Documents to the following address, registration is not considered complete until payment has been received.

**MAKE CHECK PAYABLE TO:**

MAIL OR DELIVER ALL FORMS & CHECK TO:

**Cal Poly Foundation, Inc.**

Attn: Craig Walters  
AGRIscapes  
4102 S. University Drive  
Pomona, CA 91768

For more information, contact: Craig Walters (909) 869-2780 or [chwalters@cpp.edu](mailto:chwalters@cpp.edu)  
Cal Poly Pomona

Approved to sell the above items: \_\_\_\_\_ Date: \_\_\_\_\_