



August 15, 2015

Dear Vendors,

Thank you for your interest in the 24th Annual Pumpkin Festival at AGRIsapes, Cal Poly Pomona, October 8th & 9<sup>th</sup>. The theme of the Festival is 'Celebrating California Agriculture' and we are limiting vendors to hand-made items with a preference to Agricultural themes. Additional vendors that do not fit these guidelines may participate as Festival Sponsors, call for further information.

For those returning vendors there will be a few changes this year:

- The Primary Food Area will be moved from Lot U to be closer to the center of the event
- A limited number of Non-Food vendors will be placed in multiple locations within the event
- Lot U will become the Vendor Parking Lot, closer than in the past
- Additional Seating Areas will be provided for guests to sit and eat
- The Advance Participation Fee has been lowered to \$200 per vendor
- The Event Percentage Fee will be 15% of Gross Sales to be paid at the close of business each day

Please read the following important information.

- We **strongly** encourage you to do booth set-up on Friday, October 7th between 6:00pm and 10pm
- 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. Limited AC power may be available by special request, otherwise 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.

*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 6<sup>th</sup>**. Please **Do Not** send payment until an invitation to participate is received, at that time you will be asked to supply required insurance documents.*

If you have any questions, please feel free to contact us via e-mail at [pumpkinfestival@cpp.edu](mailto:pumpkinfestival@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  
AGRIsapes Director  
Cal Poly Pomona  
(909) 869-2780  
[chwalters@cpp.edu](mailto:chwalters@cpp.edu)

# PUMPKIN FESTIVAL

## Non-Food Vendor Terms, Conditions & Application

### October 8 & 9, 2016 Event

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#### NON-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., limited AC power may be available upon request, parking will be designated.

Booth Space 10' x 10', large sizes available on request – Participation Fee \$200 + 15% of gross sales payable at the close of business each day.

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#### VENDOR MOVE-IN

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1. Vendors are encouraged to set-up on Friday October 16<sup>th</sup> after 6PM. 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
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

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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. 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.

## **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 if available, 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, no exceptions.
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

## NON-FOOD VENDOR APPLICATION FORM

### Saturday & Sunday – October 8 & 9, 2016

**Applications must be received by September 6, 2016**

#### 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

Office Use:

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