



September 1, 2016

Dear Participant,

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 excited to have again for the 2<sup>nd</sup> 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 at the number below.

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 except by prior arrangement, 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.
- 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. This year Lot U will be the primary designated Vendor Parking area.

*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 19th**. 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 office  
(909) 319-9716 cell  
[chwalters@cpp.edu](mailto:chwalters@cpp.edu)  
[pumpkinfestival.cpp.edu](http://pumpkinfestival.cpp.edu)



# PUMPKIN FESTIVAL - AG DISCOVERY LANE

October 8 & 9, 2016 Event

Conditions & Application

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## AG DISCOVERY LANE EXHIBIT BOOTH

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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.

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## VENDOR MOVE-IN

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1. Vendors are encouraged to set-up on Friday October 7<sup>th</sup> 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**

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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.

## **SAFETY**

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1. After entering the event, please proceed directly to Ag Discovery Lane & contact the area coordinator.
2. Motorized vehicles (gas or electric) are not permitted inside the event except by special arrangement.
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. No vehicles will be allowed to enter the event perimeter before 5:30 pm or upon consent of Public Safety Personnel

## **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 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 8` & 9, 2015**

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](mailto: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](mailto:chwalters@cpp.edu)

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

Office Use: Received & Approved: _____ Date: _____
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