



July 18, 2023

Dear Food Vendors,

Thank you for interest in being a food vendor at the 30th Annual Cal Poly Pomona Pumpkin Fest! This year's Festival will be held September 30th - October 29th.

Last year's event was the most successful Pumpkin Festival ever. More than 80,000 people attended, a mostly sold-out crowd over 5 weekends, it was pretty amazing!

Here are the highlights:

- The Pumpkin Fest will be open all 5 weekends in October, each day featuring the same activities and attractions and vendors.
- The event will be open Friday – Sunday except the first weekend when we open on Saturday with an admission fee charged each day, Food Vendors may participate between 2 – 5 weekends (Friday / Sunday). Event hours are 10am to 7pm
- Admission tickets may be purchased online via our website - pumpkinfestival.cpp.edu or at the event if available.
- Food Vendors selling meals will be located again this year in the Farm Store parking lot although the layout will be modified some to reduce crowding. Most 'Snack / Dessert' vendors will be in the Pumpkin Patch and must use a tarp on the ground in their food preparation area.
- University Health Permit requirements will include a pre-event inspection and a strict adherence to food sanitation guidelines including an approved 3 compartment for washing utensils.
- A central wash and generator area in the parking lot will be set-up this year per the health & safety officials, most individual generators will not be allowed. Vendor will be assessed a fee to cover the shared costs estimated to be \$50 / Weekend.
- The Application Fee for Food Vendors is - \$250 per food vendor in advance. The Event Percentage Fee will again be 15% of Gross Sales to be paid at the close of business each day.

To start the process, you must complete the attached event application, **PLEASE COMPLETE AND SEND YOUR APPLICATION BY September 1, 2023 – chwalters@cpp.edu**

DO NOT SEND THE APPLICATION FEE UNTIL YOU ARE INFORMED THAT YOU ARE APPROVED FOR THE EVENT.

Once the application is received and approved you will receive instructions to complete the process.

You must be able to provide the following:

1. **Current County Health Permit (Any neighboring County is acceptable)**
2. **Insurance Certificate (Special Endorsement Required)**
3. **Current Food Handler Certificate**

If you have any questions, please feel free to contact us via e-mail at pumpkinfestival@cpp.edu **Please do not send any documents other than the Event Application directly to us, they must be submitted online to be approved.** Additional event and ticket information is available on our website: pumpkinfestival.cpp.edu

Please call my cell number with any unanswered questions. We look forward to your participation in the Festival this year!

Craig Walters

AGRIscapes Outreach & Urban Farming Director
Pumpkin Fest & Discovery Farm Director
Huntley College of Agriculture
Cal Poly Pomona
chwalters@cpp.edu
909-319-9716 c

PUMPKIN FESTIVAL

Food Vendor Terms, Conditions & Application

September 30th - October 29th, 2023 Event

FOOD VENDOR BOOTH

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, we try to not have significant overlap in items sold by vendors. 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 a vendor violates any of the rules, the vendor shall be shut down.

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

Booth Space 10' x 10', larger sizes available on request – Participation Fee \$250 + 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 September 7th – **No Exceptions.**

VENDOR MOVE-IN

1. Food Vendors will set-up on Fridays between 7am and 9:30am except on the first weekend when set-up will be on Saturday Sept. 30th. Vendors must report first to the Check-In Booth located on South Campus Drive near the Farm Store, further directions will be provided.
2. Vendor spaces must be occupied prior to event opening and be staffed at all times until 7PM. Certain vendors may close earlier with prior approval.
3. All vendors must stay open until the conclusion of the event at 7PM. No Vehicles will be allowed into the event area until Public Safety gives approval.

CONDUCT

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. 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

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

1. Motorized vehicles of any kind are not allowed by vendors during the event.
2. No pets or weapons permitted.
3. The Pumpkin Festival is a No Smoking Event.
4. Please drive safely and do not exceed 5 mph at any time.

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.

INSURANCE

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”

I have read and understand the terms and conditions above.

Entrant Signature: _____

Date: _____



PUMPKIN FESTIVAL

FOOD VENDOR APPLICATION FORM

September 30th - October 29th, 2023

Completed applications and all documents must be submitted by September 1st 2023

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)

Booth Size Requested _____ Special Request _____

Vendors are invited to participate in between 2 - 5 Weekends in October, please circle the dates you will attend: Sept 30th & Oct 1st/ 6th & 8th / 15th & 16th / 20th & 22nd/ 27th - 29th

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. Bottled water must be sold for \$2. per bottle.

I have read and understand the agreement and information above.

Entrant Signature: _____ Date: _____

You will be contacted via email when your Event Application is received and accepted.
Application Fees must be paid prior to processing your food permit via check or credit card.

Make Checks Payable to Cal Poly Pomona Foundation
SEND APPLICATION FORM TO:

Craig Walters
AGRIscares
4102 S. University Drive
Pomona, CA 91768
chwalters@cpp.edu

For more information, contact: Craig Walters (909) 319-9716 Cell or chwalters@cpp.edu
Pumpkin Fest, Cal Poly Pomona 4102 S. University Drive Pomona, CA 91768

Approved to sell the above items: _____ . DATE: _____