



August 20, 2022

Dear Food Vendors,

Thank you for interest in being a food vendor at the 29th Annual Cal Poly Pomona Pumpkin Fest! This year's Festival will be held October 1st through 30th

Last year's event was our return from the Pandemic and it turned out to be the most successful Pumpkin Festival ever. More than 76,000 people attended, all purchasing their tickets in advance online for sell-out weekends, It was pretty amazing!

There are a few changes this year that will affect how the event is organized and could impact you as a vendor. Here are the highlights:

- The Pumpkin Fest will be open all 5 weekends in October, each featuring the same activities and attractions with a capped maximum attendance of 8,000 people / day on the weekends.
- The event will be open Thursday – Sunday with an admission fee charged each day, Food Vendors may participate between 2 – 5 weekends (Saturday / Sunday). Event hours are Weekdays from 3pm to 7:30pm and weekends from 10am to 7:30pm.
- A limited number of food vendors will be invited to be open on Fridays.
- All Admission tickets must be purchased / reserved online via our website - pumpkinfestival.cpp.edu
- 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 will be on a sliding scale: 2 Weekends - \$150; 3-5 Weekends - \$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 application process, you must complete the attached event application and submit the appropriate application fee. **PLEASE COMPLETE AND SEND YOUR APPLICATION BY AUGUST 30th – chwalters@cpp.edu**

Once this application is received you will be directed to submit an online form to the University Health & Safety Department for Health approval that will include your documents.

As in the past, the following documents will be required, **Any permits or certificates that have expired will not be accepted:**

- 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 pumpkinfestivsl@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

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PUMPKIN FESTIVAL

Food Vendor Terms, Conditions & Application

October 1st to 30th, 2022 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 \$150 for 2 Weekends and \$250 for 3-5 Weekends + 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 10th – **No Exceptions**.

VENDOR MOVE-IN

1. Some Food Vendors will set-up on Fridays between 12pm and 2:30pm unless special arrangements are made in advance. All other vendors will set-up Saturday Morning between 7am and 9:30am. 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 by 2:45pm on Fridays and 9:45AM on Saturdays & Sundays and be staffed at all times until 7:30PM. Certain vendors may close earlier with prior approval. 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 7:30PM. 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: _____

