



PUMPKIN FESTIVAL

FOOD VENDOR APPLICATION FORM

Saturday & Sunday – October 5th & 6th, 2019

Completed applications and all documents must be received by August 15, 2019

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)

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: _____ Date: _____

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. Please mail or deliver your application check for \$300 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 Office / (909) 319-9716 Cell or chwalters@cpp.edu
Cal Poly Pomona

Approved to sell the above items: _____ Date: _____

PUMPKIN FESTIVAL

Food Vendor Terms & Conditions

October 5th & 6th, 2019 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. 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, 2019 – No Exceptions.

VENDOR MOVE-IN

1. Food Vendors must set-up on Friday October 4th after between 12pm and 7pm unless special arrangements are made in advance. All vendors must report first to the Check-In Booth located on South Campus Drive near Temple Ave. at AGRIsapes.
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

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: _____