



**ORTING
PUMPKIN FEST**
and HARVEST CELEBRATION

Produced by the Events Commission
4109 Bridgeport Way W Suite E-7, University Place WA 98466-4328

Hello friends:

We are preparing to present the 10th Annual Orting Pumpkin Fest, Saturday October 8th this year. You are invited to join a great list of vendors, sponsors, volunteers, and other persons who are looking forward to participating in this fun event in 2016.

As the date for the festival rapidly grows closer, it is time to update everyone so that decisions can be made as to whether or not you will be part of event. We hope to answer all your questions and hear your ideas.

The Orting Pumpkin Fest is a food-oriented festival modeled after similar events in California, Ohio, and Canada. It's a joint effort of the City of Orting, and the Events Commission. Our mission is to celebrate, promote, and enhance community spirit and pride with an affordable, fun, and family-oriented festival.

FESTIVAL ORGANIZERS WISH TO LIMIT THE NUMBER OF FOOD BOOTHS TO 10. THE FIRST TO RETURN A COMPLETED APPLICATION (WITH THE BOOTH FEE) THAT IS APPROVED BY FESTIVAL MANAGERS WILL BE PART OF THE ORTING PUMPKIN FEST. APPROVAL ALSO GIVES THE PARTICIPANTS PRIORITY HANDLING TO BE INVITED TO FUTURE FESTIVALS.

Our goal is to have as many of the booths operated by local non-profit groups as possible.

All food booths must feature at least one pumpkin food item on the menu. The organizers must approve all menu items. We want to emphasize that you are not restricted to pumpkin food items and, in fact, encourage you to broaden your menu items to help maximize profitability. We will make every effort to minimize duplication of menu items.

Things You Need To Know - (All booth fees are based on a 10'x10' space)

- Booth fees will be as follows and are due with the application:
 - Professional food vendor spaces= \$125
 - Adult Non-profit Groups (food) = \$75
 - Commercial Direct Marketing = \$125
 - Art/Craft & non-food/non-profit = \$50
 - Commercial (Non-food booths) = \$75
- **10% of gross sales fee** will be due from all food and beverage vendors immediately following the festival. There may be an additional small charge for electrical service.
- Plan to bring everything you need to comply with Health Dept. regulations for food service – and your own tent, tables, power cords, a hand washing set-up for your booth, plus cold and hot holding equipment for food storage, prep and serving.
- If you have a concessions trailer that you want to use, we need to know about it.

The VENDOR understands the serving food and beverage products requires obtaining a Temporary Food Services Establishment Permit from the Tacoma Pierce County Health Department and paying all health permit and inspection fees at least **three** weeks prior to the event date. The TPCHD will only accept cash, master/visa cards or

cashier checks. (NO PERSONAL CHECKS) For food handlers permits call (253) 798-6475. Arrange for booth inspection and permit at (253) 798-6463 or visit www.tpchd.org. VENDOR agrees to obtain necessary health

permits and provide proof of insurance before July 1 or risk loss of vending rights. Contact Amanda Peters at 253-798-7677 or apeters@tpchd.org if you have any questions.

Things You Need To Know - Other Activities

- Non-food booth spaces for art/craft vendors, commercial merchandise and services, non-profit groups, and sponsors will be assigned after a completed application is submitted on time, reviewed, and approved. Participants in this category may not distribute food or beverages without prior approval of the event management.
- The event has two stages.
- Little Pumpkin Pals Parade will be a procession of costumed kids on Saturday morning.
- The event features a show of special interest cars, trucks, motorcycles, and tractors.
- The event organizers will manage advertising and promotions, entertainment, security, volunteer co-ordination, layout, logistical support, parking, signage, and permitting.
- The Health Department requires each food & beverage vendor to have a hand-washing station.
 - This requires 5-gallon thermal water containers to keep hand-wash water hot.
 - Hot water containers for hand washing must have a continuous flow spigot.

Conclusion: To help with planning, we request that you carefully review all the information provided and let us know right away whether or not you are interested in participating. We can then schedule meetings to review contracts, select menu items, and schedule Health Department meetings. Please feel free to contact me at (253-507-9357), if you have questions. We still have good spaces available so send in the application right away.

Thank you!

Gary W. Grape

Director of Events

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