



Presented by the City of Orting  
Produced by the Tacoma Events Commission  
708 Broadway, Suite 106, Tacoma WA 98402

Hello friends:

We are preparing to present the 3<sup>rd</sup> annual Orting Pumpkin Fest, October 10 & 11 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 again in 2009.

You may be familiar with the festival, already attended informational meetings, or heard about the festival through friends. 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 Kiwanis Club of Orting, City of Orting, and the Tacoma Events Commission. Our mission is to celebrate, promote, and enhance Orting community spirit and pride with an affordable, fun, and family-oriented festival.

FESTIVAL ORGANIZERS WISH TO LIMIT THE NUMBER OF FOOD BOOTHS TO 15. THE FIRST TO RESPOND WITH AN APPLICATION AND BOOTH FEE, 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. If school and community groups have not committed to run a booth by Sept. 5<sup>th</sup> spaces will be assigned to professional event vendors and groups outside the immediate area.

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 vendors \$175
  - Adult Non-profit Groups (food) \$125
  - School groups (food booths) \$50
  - Art/Craft & non-food/non-profit \$50
  - Commercial (Non-food booths) \$100
- 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 an 8' table for a food preparation area at the rear of the booth and a second table for the front to function as a serving table and cashiers' area.
- A new Farmers Market building will be available for use in the North Park adjacent to the Work, Sports and Outdoors retail store. Use of the Farmers Market building, and the existing picnic shelter house/BBQ area, will allow each non-commercial vendor to be under cover without the added expense of renting a tent. If your group already has a tent or vendor trailer that you want to use, we need to know about it.

- Event organizers will apply/pay for a blanket health inspection permit, eliminating the need for each vendor to apply separately - saving vendors \$90 to \$170 each.
  - The Tacoma- Pierce County Health Department has specific rules governing the operation of temporary food booths, including a requirement that there be one person in each booth at all times with a Food Handler's Permit.
  - These permits may be obtained by attending a 1 1/2 hour class conducted by the Tacoma- Pierce County Health Dept. Classes are held several times a week at the Tacoma-Pierce County Health Department at 3629 South D Street in Tacoma. We are now working with the Health Department and the Orting School District to schedule a class at Orting High School; we will advise you later about that.
  - The cost of the Food Handlers' Permit Class is \$10 cash per person.
  - Your booth will be inspected by the Tacoma-Pierce County Health Dept. and closed if found without one person on duty with a valid Food Handlers' Permit.

#### Things You Need To Know - Other Activities

- Non-food booths will be accepted after review and approval of completed applications.
- The event will have two stages of live entertainment plus a karaoke venue.
- Little Pumpkin Pals Parade will be a procession of costumed kids on Saturday morning.
- The event features a display of special interest cars, trucks, motorcycles, and tractors.
- The Rails-To-Trails Coalition presents a fun run/walk on Saturday morning.
- 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 booth to have a hand-washing station.
  - This requires 5-gallon thermal water containers to keep hand-wash water hot.
  - Each container 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 by return email or by phone at 253-686-7542 or concessions manager Gary Grape at (253) 230-6851, if you have questions.

Thank you!

Gary Johnson  
Tacoma Events Commission  
Orting Pumpkin Fest Organizer