



Presented by the City of Orting
Produced by the Tacoma Events Commission
4109-E7 Bridgeport Way W, University Place WA 98466-4328

Hello friends:

We are preparing to present the 5th 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 2011.

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 Tacoma 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 & BEV 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. If school and community groups have not committed to run a booth by Sept. 5th 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 vendor spaces= \$125
 - Adult Non-profit Groups (food) = \$75
 - School groups (food booths) = \$50
 - Art/Craft & non-food/non-profit = \$30
 - 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 you 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.

- Event organizers will pay for a blanket health inspection permit, eliminating the need for each vendor to apply separately - saving food vendors \$90 to \$170 or more each. If food vendors don't turn in the required health inspection paperwork to us by Sept. 5th they will be required to pay \$100 toward the inspection fee due to the TPCHD.
 - 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. Food vendor are required to comply and take the required actions to pass the health inspection. Failure to pass will result in forfeiture of the booth fee and inability to sell food to the public. Study the rules carefully.
 - 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 has two stages, a peculiar pumpkin contest, and a pumpkin recipe contest.
- 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.
- First Love Antiques will offer antique sale.
- 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.
 - 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) 230-6851, if you have questions.

Thank you!

Gary Grape
Tacoma Events Commission
Orting Pumpkin Fest Vending Manager