



PUMPKINS — IN THE — PARK



GUADALUPE
— RIVER PARK —
CONSERVANCY

COMMUNITY BOOTH INFORMATION PACKET

Discovery Meadow - 180 Woz Way, San Jose, CA
October 14th, 2023 from 10:00 am - 4:00 pm
Estimated Attendance: 6,000+

PUMPKINS IN THE PARK COMMUNITY BOOTH - EVENT INFORMATION

Deadline for booth applications is **September 16th, 2023**

Who is Guadalupe River Park Conservancy?

The Guadalupe River Park Conservancy (GRPC) is a non-profit organization providing community leadership for the development and active use of the Guadalupe River Park & Gardens through education, advocacy, and stewardship. Whether it's education programs, volunteering, or generally activating the park, we proudly promote awareness of San José's central parks through programming that gets folks like YOU involved.

What is Pumpkins in the Park?

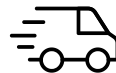
This is our annual fall festival! Our goal is to host an event in our park where we can learn, grow, and connect with our well-established community that reflects the rich cultural history and diverse makeup of San José. This is a **family-friendly, FUN event** that weaves together local organizations, engaging activities, and of course, an amazing pumpkin patch! Overall, we want to show our community the value our park brings to connecting families through learning and fun.

What you need to know



Location

- Discovery Meadow in Guadalupe River Park & Gardens
- October 14th, 2023
- 10:00 am- 4:00 pm @ 180 Woz Way, San José, CA



Logistics + What to Expect

- Booths will be provided a 10' x 10' space to stage their materials.
- Booths will bring their own tables, chairs, and canopy, **except for sponsorship booths.**
- Event attendance throughout the day is estimated to be around **6,000+ people.**



Timing

- Load-in occurs no earlier than 7:30 am the day of the event.
- All booths must be on-site with vehicles off-site by 9:00 am.
- Clean-up may start at 4:00 pm, but no vehicles are allowed on-site until 4:30 pm.

QUESTIONS?

Event and Booth Concerns
Sponsorship Concerns

| lisa@grpg.org
| carly@grpg.org

| 669-210-0135
| 669-210-7657

| 438 Coleman Ave.
| San Jose, CA 95110





PUMPKINS IN THE PARK COMMUNITY BOOTH - APPLICATION & PROCESS

Deadline for booth applications is September 16th, 2023

Booth Information

- Booth spaces are 10 feet by 10 feet. We encourage organizations to decorate their booth with a theme focused on **environmental education and/or the fall season and incorporate a family activity.**
- We are an outdoor event and are not responsible for sun, shade, or weather conditions.
- Organizations are responsible for staffing, assembling, and dismantling their own booths, equipment, and supplies.
- **ALL BOOTHS MUST BE SET UP BY 9:30 AM; LOAD-OUT BEGINS NO EARLIER THAN 4:30 PM.** Organizations not on site by 9:00 a.m. must walk or hand-cart their materials in.
- Booth space is assigned by GRPC staff upon receipt of the application and applicable fees.
- Sponsorship booths will be
- The application deadline is September 16th, 2023.

Booth Cancellations

- Prior to September 16th, 2023 any written cancellations and request for refund of booth will reflect a \$30.00 processing fee.

Reservation Fees



Booth Fees



Non-Profit

Organization with
Family Activity

Free

For-Profit

Business or
Organization

\$150

Sign Up



Community Booth Application Form

Please sign up using the following link or QR code:

<https://forms.gle/Lo3jWW1wKuZtaoY5A>

Failure to submit booth fees by September 30th, 2023 will invalidate your application.



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PUMPKINS IN THE PARK COMMUNITY BOOTH - REGULATIONS

Deadline for booth applications is **September 16th, 2023**

Booth Regulations

1. Booths must be themed around environmental education and/or the fall season.
2. Set-up starts at 7:30 a.m. with Pumpkins in the Park open to the public from 10:00 am to 4:00 pm. Tear-down and clean-up begin promptly at 4:00 p.m. **Booths may not be taken down prior to 4:00 p.m.**
3. All vehicles must be removed from the event area from 9:00 a.m. to 4:30 p.m. Booths not set up by 9:30 am will be forfeited with no refund unless the organization can walk or cart their materials in. **No vehicular access to the park will be granted after 9:00 a.m.** according to the permit issued by the City of San José. Vehicles will not be allowed to enter for load-out until City of San Jose officials deem the area clear of pedestrians.
4. Display items may not interfere with the flow of traffic.
5. Sellers must follow all local and state laws, including State Board of Equalization rules regarding resale numbers. If applicable, a copy of a vendor's seller's permit must be on file with GRPC. If a temporary resale number is needed, visit www.boe.ca.gov. **All vendors must have a copy of their seller's permit or resale license with them on the day of the event.**
6. Tables, chairs, and canopies must be provided by the booth organizer. A canopy is highly recommended due to the sunny nature of Discovery Meadow. **Canopies must be staked/weighted to secure them to the ground.**
7. Sellers are responsible for any loss or damage to their product. Guadalupe River Park Conservancy, its event committee, and sponsors will assume no liability for the loss or damage of a participant's product or equipment due to any cause.
8. Helium balloons are **not permitted** in the park due to the close proximity to the San Jose Airport.
9. Giveaways such as pencils, bookmarks, key chains, etc. are permitted. Organizations are encouraged to limit the distribution of stickers (they end up on park features!) and candy with plastic wrappers (see next item about Zero Waste).
10. We are proud to be a Zero Waste event! **Please help us minimize the waste we generate by not providing items that end up in landfill.** This includes any plastic that is part of a giveaway such as candy, a grab bag, or a bag to hold distributed literature. Recyclable or reusable bags are acceptable, as are wrappers that can be composted.

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