Welcome all PF Vendors,

  The PumpkinFest Committee is very excited about our upcoming event of the NS Great Pumpkin Festival Sept 21st 11:00am - 5:00pm, with a rain date of the 22nd.  The event is rain or shine and outside so the PF Committee is following the RI COVID rules that masks are not mandatory; however, if vendors or guests are more comfortable wearing a mask it is encouraged.

  All Vendors and Volunteers are encouraged to have an admission button on the day of the event, as all proceeds go to the Youth of North Smithfield, it is for a good cause.  They can be procured at one of our 3 gates or at the HQ Tent on the day of the event; or you can get them at the Vendor meeting on the Friday prior to the Festival at 6pm.

  There will be a Vendor Meeting with a Fire Department Representative - Sept 20th at 6:00pm at the event field behind the NS HS (412 Greenville Road, North Smithfield, RI). All food vendors are especially requested to attend to review food safety handling. Additionally, see the attached document from the NS Fire Marshall.

  Vendors should plan on bringing everything you need with you on the day of the event.  The PF Committee, in most cases, does not have extra supplies, extension cords, tools or cash/change (we will do our best to help anyone we can however we make no promises).

As a reminder each vendor is responsible for providing their own Tent, Table and Chairs.  If you have requested, and are in an approved space for electricity, you MUST provide your own 100' UL Listed extension cord.   If you are an approved food vendor, you MUST have a fire extinguisher in your booth and follow all Food Health and Safety rules.

Setup 6:30am - 10:30am -

    All vendors will be able to drive their vehicle to their assigned reserved space(s), unload quickly of your supplies and items and move your car to a designated vendor parking area; prior to setting up your booth.  Do not plan on leaving your vehicle near your booth unless you are a food booth and have ADVANCED permission as there is limited space on the field.  We ask that each vendor unload their vehicles as quickly as possible and move the vehicle as we have approximately 120 booths this year and need to get everyone in and out quickly.

Breakdown 5:00pm - 6:30pm

  All vendors are responsible to remove their own trash and recyclables to be disposed of in the appropriate dumpsters provided near Gate 1 behind the HS.  Trash and recyclables are **NOT** to be left on the field or to be placed by the trash bins on the field used by our guests during the day.  If you need assistance with removing your trash please speak to one of the PF Committee members in the "Orange PF Shirt," prior to 5:00pm.

  On the PF website [www.greatpumpkinfestival.org](http://www.greatpumpkinfestival.org/) our event information page will have this year's map uploaded by September 15th ( [Event Info — North Smithfield Great Pumpkin Festival](https://www.greatpumpkinfestival.org/event-info)) so everyone can locate their spaces prior to the event and where the electricity is available.  Booth numbers will be emailed and updated on our website as well.

  The PumpkinFest Committee will again have a Raffle Table located near the Hospitality Tent.  If you would like to donate a raffle item, please contact our coordinator Valerie Fleury or bring it to the booth.  Valerie can be contacted at [mrsvaleriefleury@gmail.com](mailto:mrsvaleriefleury@gmail.com)

  We look forward to seeing you and having a great day.  If you need to contact the PF Committee you can call 401-255-3647.

PF Committee