

22nd annual MOUNTAIN MUSHROOM FESTIVAL
Sat., April 28 and Sun., April, 2012
ARTS & CRAFTS BOOTH GUIDELINES*

City Hall, 101 Chestnut Street, Irvine, Ky. 40336
Phone: 606 723-1233 Fax: 606 723-2558 Email: mushroomfestival@irvineonline.net
www.mountainmushroomfestival.org

The Mountain Mushroom Festival, a celebration of the morel mushroom and Kentucky agates presented by the City of Irvine and the Mushroom Festival Committee, provides a weekend of free entertainment and activities for everyone. Come be a part of the fun!

Location: Court Street and Broadway, Irvine, Ky.

Booth Sizes & Registration Fee:

10' x 20' electric.....	\$75	(\$85 after Fri., March 16)
10' x 20' non-electric.....	\$60	(\$70 after Fri., March 16)
10' x 10' non-electric.....	\$40	(\$50 after Fri., March 16)

Early Closing Fee: **NEW! PLEASE NOTE.** This is a change from previous years.

This is a new fee of \$35 and is to be paid on a separate check. It is to be sent when registering for your booth. It will be returned to all booths that are open at closing time on Sun., April 29 at 5 p.m.

Important Dates to Remember

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|----------------|---|
| Fri, March 16 | Application and booth payment for discount due to Irvine City Hall |
| Fri., April 27 | Check-in/set-up time: 5 – 8:30 p.m. |
| Sat., April 28 | Check-in/set-up time: 6:30 – 8 a.m. All vehicles must be off the street by 8:30 a.m. due to the fungus 5K run/walk. |
| Sat., April 28 | Show Hours: 9 a.m. – 7 p.m. |
| Sun., April 29 | Show Hours: 10 a.m. – 5 p.m. No vehicles will be allowed in the booth area before 5 p.m. for safety reasons. |

*A craftsman is a person who makes and sells his or her own crafts/arts.

Arts and Crafts Eligibility

1. **All work in the arts and crafts booths must be original creations made by hand.* No kits are allowed. Demonstrations are encouraged.**
2. First time applicants need to include three photographs of items you plan to sell with your application form and booth payment. These photos facilitate our jury process and will be returned to you. Those who are Kentucky Crafted, Kentucky Guild of Artists and Craftsmen, or Appalachian Artisan Center members will be accepted until the quota for a medium is filled.
3. Exhibitors **MUST** participate on both days of the festival to be in the arts and crafts area.

Booth Guidelines

1. **BOOTH APPEARANCE IS EXTREMELY IMPORTANT!!!** Tables must be draped to the ground. The more attractive your booth, the better you will sell. The festival will present a “Best Booth” Award.

2. Exhibitors will be expected to keep the booth area clean at all times. Boxes, papers, bags, and general clutter MUST be concealed from view. Trailers may not be parked within exhibiting area unless they are an integral part of the display. They cannot be used for storage only. Vehicles cannot be part of a booth display.
3. No booth may extend more than 10' into the street due to the parade going through the booth area.

General Information

1. The Festival Booth Committee is responsible for space assignment. We reserve the right to limit the number of booths with similar items.
2. Exhibitors are responsible for collecting, reporting, and paying 6% Ky. sales tax.
3. Exhibitors are responsible for providing tables, chairs, shelter, tent weights, and outdoor extension cords.
4. Exhibitors will be expected to keep the booth area clean at all times.
5. The booth committee will check all booths for adherence to policies and advise exhibitors of infractions that require immediate attention.
6. NO LATE OPENINGS, NO EARLY CLOSINGS, NO EARLY BREAKDOWN. NO EXCEPTIONS. Anyone not complying with this rule will not be allowed to return next year.
7. Once a reservation has been made, we regret that we will not be able to refund any money.
8. The festival remains open rain or shine. Be prepared for inclement weather with appropriate protection so that your BOOTH MAY REMAIN OPEN.
9. Exhibitors must remain in their assigned booth to do business with no roaming.
10. No pets will be allowed in the booth area for safety reasons.
11. The festival committee reserves the right to eliminate the selling of items not approved by the festival.
12. Devices that produce sound must be operated in a manner that does not infringe on the rights of neighboring exhibitors. The festival committee reserves the right to determine the acceptable sound level.

Exhibitor Services

1. There will be 24 hour limited security beginning Friday evening, however, the festival makes no guarantees and assumes no responsibility for loss, theft, and breakage. Items should be removed at closing or packed away and sufficiently covered.
2. Electric service is limited and may be contracted in advance for 10' x 20' booths.
3. The Chamber of Commerce will be giving hospitality bags during the festival.
4. The Mushroom festival committee will be available at all times to help.
5. An exhibitor letter including maps and assigned booth number will be mailed after the registration deadline.
6. Welcome packets containing nametags, parking information, etc. will be given during check-in at the festival.
7. Promotion will include press releases to regional newspapers, radio stations, magazines, television stations, websites, and Kentucky Arts Council.
8. Parking will be available near the booth area.
9. Civic organizations and individuals will operate concessions in the food court.

(Keep this copy for reference.)

2012 Mountain Mushroom Festival Arts & Crafts Booth Application

Group/Business Name: _____ Person Responsible: _____

Mailing Address: _____ City: _____

State: _____ Zip: _____ Email: _____ Web: _____

Phone: (Day) _____ (Evening) _____

Phone number of someone, a relative or neighbor, who may be reached in the event of an
Emergency: Name _____ Phone # _____

CHECK ALL THAT APPLY. Returning Exhibitor: Yes _____ No _____
Member of Ky. Crafted, Ky. Guild of Artists & Craftsmen, or Appalachian Artisan
Center: Yes _____ No _____

Categories that apply to your work: Bath & body___ Candles___ Ceramic___
Drawing___ Fiber/textiles___ Glass___ Jewelry___ Leather___ Metalwork___
Painting___ Paper___ Photography___ Woodcraft___ Other _____

WILL YOU BE DEMONSTRATING? Yes ___ No ___ If so, what? _____
DESCRIBE ITEMS YOU PLAN TO SELL. _____

ITEMS: All made by my own hands. _____ OR
All designed by me, but made by me and other people. _____

BOOTH SIZES & FEES: Make checks payable to Mountain Mushroom Festival)
10' x 20' ELECTRIC Type needed: 110 or 220 # _____ @ \$75 = _____
10'' x 20' NON-ELECTRIC # _____ @ \$60 = _____
10' x 10'' NON-ELECTRIC # _____ @ \$40 = _____
Additional Fee (after Fri., March 16 registration deadline) \$10 _____
Amount enclosed: _____

EARLY CLOSING FEE: Make a separate check payable to festival. This will be returned
to booths at closing time on Sun, April 29 at 5 p.m. Amount enclosed: \$35 = _____

Return application, cash or check/money order, and 3 pictures (if a new vendor) to:
Irvine City Hall, Mountain Mushroom Festival, 101 Chestnut St., Irvine, Ky. 40336

Disclaimer: I understand that there are inherent risks involved in participating in the festival and that I will assume all risks and
hazards incidental to such participation and we do hereby waive, release, absolve, indemnify, and agree to hold blameless the city of
Irvine, organizers, supervisors, participants, and staff personnel.

SIGNATURE: _____ DATE: _____

Office use: Date registration received _____ Cash or check/money order _____ Selection committee approval: yes _____ no _____