



ARTS & CRAFTS BOOTH GUIDELINES



27th annual MOUNTAIN MUSHROOM FESTIVAL Saturday, April 29 and Sunday, April 30, 2017

City of Irvine, City Hall, 101 Chestnut Street, Irvine, Ky. 40336
Mt. Mushroom Festival: 606 723-1233 City Hall: 723-2554 Fax: 606 723-2558

Email: mushroomfestival@irvineonline.net

Website: 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: Check on the registration form the spaces needed and pay accordingly.

- 10' x 20' ELECTRIC \$100 (\$115 after Wednesday, March 1)
- 10' x 20' NON-ELECTRIC \$ 80 (\$ 95 after Wednesday, March 1)
- 10' x 10' NON-ELECTRIC \$ 60 (\$ 75 after Wednesday, March 1)

Early Departure/Closing Fee: Please note.

Make a separate check/money order payable to the Mountain Mushroom Festival for \$35. It will be due when registering for a two day booth. Application is not complete and cannot be accepted unless it is paid with booth fee. The fee will be returned to all booths that are open to accept fee at closing time on Sunday, April 30 at 5 p.m.

Important Dates to Remember

Date	Time	Information
Wednesday, March 1		Application and fees due to Irvine City Hall for discount.
Friday, April 28	5 – 8:30 p.m.	Check-in/Set-up time
Saturday, April 29	6:30 – 9 a.m.	Check-in/Set-up time (All vehicles must be off the street by 8:30 a.m. due to the Fungus 5K Run/Walk.)
	9 a.m. – 7 p.m.	Show Hours
Sunday, April 30	10 a.m. – 5 p.m.	Show Hours (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, and outdoor extension cords
4. Exhibitors will be expected to wear your name tag 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 will not be able to make a refund.
8. The festival remains open rain or shine. Be prepared for inclement weather with appropriate protection so that your **BOOTH MAY REMAIN OPEN**. Adequate weights and a tie down system must be implemented to bar against causing damage to neighboring tents in the event of wind.
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. Wireless internet service, 24 hour surveillance, and 24 hour live video streaming will be provided.
2. 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.
3. Electric service is limited and may be contracted in advance for 10’ x 20’ booths.
4. The Chamber of Commerce will be giving hospitality bags during the festival.
5. The Mushroom Festival Committee will be available at all times to help.
6. An exhibitor letter including maps and assigned booth number will be mailed after the registration deadline.
7. Welcome packets containing nametags, parking information, tickets for coffee/doughnut, etc. will be given during check-in at the festival.
8. Promotion will include information to regional newspapers, radio stations, magazines, television, websites, Facebook, and Kentucky Arts Council.
9. Parking will be available near the booth area.
10. Civic organizations and individuals will operate concessions in the food court.

(Please keep these guidelines for your reference.)

2017 Mountain Mushroom Festival Arts & Crafts Booth Application

Group/Business Name: _____ Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Web: _____

Phone: (Day) _____ (Evening) _____

Emergency contact: _____ 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? _____

What items will you sell?

ITEMS: All made by my own hands. _____ OR

All designed by me, but made by me and other people. _____

BOOTH FEE: Make check/money order payable to Mountain Mushroom Festival).

10' x 20' ELECTRIC Type needed: 110 or 220 # _____ @ \$100 = _____

10" x 20' NON-ELECTRIC # _____ @ \$ 80 = _____

10' x 10" NON-ELECTRIC # _____ @ \$ 60 = _____

Additional Fee (after Wednesday, March 1 "early" deadline) \$ 15 + _____

EARLY CLOSING FEE: Make a **\$35** separate check payable to festival. This is a requirement for all two day booths. It will be returned to booths open at closing time on Sunday, April 30 at 5 p.m.

TOTAL ENCLOSED: Booth Fee _____
Early Closing Fee (2 day booths only) _____

Return application, booth fee, early closing fee, 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 _____

