

**20<sup>th</sup> annual MOUNTAIN MUSHROOM FESTIVAL**  
**Sat., April 24 and Sun., April 25, 2010**  
**ARTS & CRAFTS BOOTH GUIDELINES\***

City Hall, 101 Chestnut Street, Irvine, Ky. 40336  
Phone: 606 723-1233 Fax: 606 723-2558 Email: [mushroomfestival@irvineonline.net](mailto:mushroomfestival@irvineonline.net)  
[www.mountainmushroomfestival.org](http://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 19)
10' x 20' non-electric.....	\$60	(\$70 after Fri., March 19)
10' x 10' non-electric.....	\$40	(\$50 after Fri., March 19)

Important Dates to Remember

Fri., March 19	Application and booth payment due to Irvine City Hall
Fri., April 23	Check-in/set-up time: 5 – 8:30 p.m.
Sat., April 24	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 24	Show Hours: 9 a.m. – 7 p.m.
Sun., April 25	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 security beginning Friday evening, however, the festival makes no guarantees and assumes no responsibility for loss, theft, breakage, etc. Items should be removed at closing or packed away and sufficiently covered.
2. Electric service is available and may be contracted in advance for 10' x 20' booths.
3. A hospitality room, with drinks and snacks, will be provided by the Chamber of Commerce on Sat., April 24 and Sun., April 25 in old City Hall on Broadway across from the Food Court.
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.)

**2010 Mountain Mushroom Festival Arts & Crafts Booth Application**

Group/Business Name: \_\_\_\_\_ Person Responsible: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email Address: \_\_\_\_\_

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 \_\_\_\_\_ Computer  
Art \_\_\_\_\_ Drawing \_\_\_\_\_ Fiber/textiles \_\_\_\_\_ Glass \_\_\_\_\_ Jewelry \_\_\_\_\_ Leather \_\_\_\_\_ Metalwork \_\_\_\_\_  
Painting \_\_\_\_\_ Paper \_\_\_\_\_ Photography \_\_\_\_\_ Printmaking \_\_\_\_\_ 2D/3D Mixed Media \_\_\_\_\_  
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 = \_\_\_\_\_  
Late Fee (after Fri., March 19 registration deadline) @ \$10 = \_\_\_\_\_  
Amount enclosed: \_\_\_\_\_

Return application, cash or check/money order, and 3 pictures (if a new vendor applicant)  
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: \_\_\_\_\_

For office use: Date registration application received \_\_\_\_\_ Cash or check/money order # \_\_\_\_\_ Booth assigned \_\_\_\_\_