

City of Irvine, Ky.
20th annual MOUNTAIN MUSHROOM FESTIVAL
Sat., April 24 & Sun., April 25, 2010
NON ARTS & CRAFTS BOOTH GUIDELINES

City Hall, 101 Chestnut St., 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 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.

General Information

1. The Festival Booth Committee is responsible for space assignments. We reserve the right to limit the number of booths with similar items.
2. First time applicants need to include three photographs of items you plan to sell with your application form and booth payment. If your booth is not accepted, we will return payment along with your photographs as soon as possible.
3. Exhibitors are responsible for collecting, reporting, and paying sales taxes.
4. Exhibitors are responsible for providing tables, chairs, shelter, tent weights, and outdoor extension cords.
5. Exhibitors will be expected to keep the booth area clean at all times.
6. The booth committee will check all booths for adherence to policies and advise exhibitors of infractions that require immediate attention.
7. 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.
8. Once a reservation has been made, we regret that we will not be able to make a refund.

9. The festival remains open rain or shine. Be prepared for inclement weather with appropriate protections so that your booth may remain open. Exhibitors must remain in their assigned booth to do business – NO ROAMING to do business.
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: examples; gambling, martial arts weapons, pornography, copies of designer products, **canned pop**, home canned items, etc. Any object that could be a nuisance to anyone should not be sold: examples; poppers, fireworks, disappearing ink, spray foam cans, stink bombs, silly string, etc. No games will be allowed unless approved by the festival committee.
12. “Free Trade” (imported, handcrafted items) or embellished items will be permitted but must be declared as such and will be separated from the handcrafted booths.
13. 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.
14. All one-day booths will be grouped together at the end of the festival area so that there will be no gaps in the booths on Sunday.

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. 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 coming through the booth area.

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 deadline.
6. Welcome packets containing a nametag and parking information 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 your reference.)

2010 MOUNTAIN MUSHROOM FESTIVAL Non Arts & Crafts 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 _____

TYPE OF ITEMS TO BE SOLD OR DISPLAYED:

Baked Goods _____ Educational _____ Game _____ Health _____ Other _____

I WILL EXHIBIT/SELL ON: Saturday _____ Sunday _____ Both days _____

I WILL BE SELLING "FREE TRADE" ITEMS (items made by hand by people in another country). I am prepared to provide a signed affidavit and photos to the effect.
Yes _____ No _____

DESCRIBE ITEMS YOU PLAN TO DISPLAY OR SELL. _____

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 photographs (if a new vendor) to:
Irvine City Hall, Mountain Mushroom Festival, 101 Chestnut Street, 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 _____