

## 22<sup>nd</sup> annual MOUNTAIN MUSHROOM FESTIVAL

Sat., April 28 & Sun., April 29, 2012

### NON ARTS & CRAFTS BOOTH GUIDELINES

### NOT FOR FOOD COURT

City Hall, 101 Chestnut St., 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 16)
10' x 20' non-electric.....	\$60	(\$70 after Fri., March 16)
10' x 10' non-electric.....	\$40	(\$50 after Fri., March 16)

Early Departure/Closing Fee: NEW! Please note. This is a change from previous years. Make a separate check payable to the Mountain Mushroom Festival for \$35. Send when registering for your booth. The fee will be returned to all booths that are open at closing time on Sunday, April 29. Those attending only on Sat., April 28 will not pay the fee.

#### Important Dates to Remember

Fri., March 16	Application and booth payment 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.

#### 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.
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. Hospitality bags will be provided by the Chamber of Commerce.
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.)

NOT FOR FOOD COURT

2012 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 = \_\_\_\_\_

Additional Fee (after Fri., March 16 registration) @ \$10 = \_\_\_\_\_

Amount enclosed: \_\_\_\_\_

EARLY CLOSING FEE: Make a separate check payable to festival. It will be returned to booths that are open at closing time on Sunday, April 29 at 5 p.m. \$35 = \_\_\_\_\_

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: \_\_\_\_\_

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