



NON ARTS & CRAFTS BOOTH GUIDELINES



28th annual MOUNTAIN MUSHROOM FESTIVAL Saturday, April 28 & Sunday, April 29, 2018

City of Irvine, City Hall, 101 Chestnut St., Irvine, KY 40336

Mushroom Festival: 606 723-1233 City Hall: 606 723-2554 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 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 10' non-electric..... \$60 (\$85 after Thursday, March 1)

Electric: Type 110 or 220 \$20

Early Departure/Closing Fee for Two-Day Booths: Please note.

Make a separate check payable to the Mountain Mushroom Festival for \$35. It will be due when registering for your booth. Application is not complete and cannot be accepted unless it is paid with booth fee. It will be returned to all vendors that are open to accept at closing time on Sun., April 29, 5 p.m. Those attending only on Sat., April 29 will not pay the fee.

Important Dates to Remember

Date	Time	Information
Thursday, March 1		Application and fees due to Irvine City Hall for discount.
Friday, April 27	5 – 8:30 p.m.	Check-in/Set-up time
Saturday, April 28	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 29	10 a.m. – 5 p.m.	Show Hours (No vehicles will be allowed in the booth area before 5 p.m. for safety reasons.

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.
3. No booth may extend more than 10' into the street due to the parade coming through the booth area.

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 6% KY sales taxes.
4. Exhibitors are responsible for providing tables, chairs, shelter, tent weights, and outdoor extension cords.
5. Exhibitors will be expected to wear your name tag 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 will not be able to make a refund.
9. 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.
10. Exhibitors must remain in their assigned booth to do business – **NO ROAMING.**
11. No pets will be allowed in the booth area for safety reasons.
12. The Festival Committee reserves the right to eliminate the selling of items not approved by the festival: examples; items purchased for resale, direct sale company, gambling, martial arts weapons, pornography, copies of designer products, canned pop/water, 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.
13. “Free Trade” (imported, handcrafted items) or embellished items must be declared as such and will be separated from the handcrafted booths.
14. 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.
15. 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.

Exhibitor Services

1. Wireless internet service, 24 hour surveillance, and 24 hour live video streaming will be provided.
2. 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.
3. Electric service is available and may be contracted in advance for 10' x 20' booths.
4. Hospitality bags will be provided by the Chamber of Commerce.
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 deadline.
7. Welcome packets containing a nametag, tickets for coffee/doughnut, and parking information will be given during check-in at the festival.
8. Promotion will include information to regional newspapers, radio stations, Facebook, magazines, television, websites, and Kentucky Department of Tourism.
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.)

2018 Mountain Mushroom Festival NON ARTS & CRAFTS BOOTH APPLICATION

Group/Business Name: _____ Person Responsible: _____

Mailing Address: _____ City: _____

State: _____ Zip: _____ Email Address: _____ Website: _____

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 _____

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

TYPE OF ITEMS TO BE SOLD OR DISPLAYED:

Baked Goods _____ Educational _____ Game _____ Health _____ Other _____

DESCRIBE ITEMS YOU PLAN TO DISPLAY OR SELL. _____

I will be selling "FREE TRADE" ITEMS (items made by hand by people in another country). I am providing a signed affidavit and photos to the effect. Yes _____ No _____

I will be selling "KENTUCKY PROUD" products. I am providing a certificate. Yes _____ No _____

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

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

Additional Fee (after Thursday, March 1 "early" deadline) \$25 + _____

ELECTRIC Type needed: 110 or 220 @ \$20 = _____

TOTAL ENCLOSED: Booth Fee = _____

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 29 at 5 p.m.

Early Closing Fee (2 day booths only) _____

Return application, booth fee, early closing fee, 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 _____

