

# Mushroom Festival 45

April 30<sup>th</sup> to May 2<sup>nd</sup>, 2026 - Richmond, MO Square

Thursday, April 30<sup>th</sup> – 6:00 pm-10:00 pm (Carnival Only)

Friday, May 1<sup>st</sup> – 10:00 am - 8:00 pm - Saturday, May 2<sup>nd</sup> – 9:00 am – 6:00 pm

## Booth Information

### General Information & Vendor Rules for Craft/Business Booths:

#### **PLEASE READ**

1. **\*\*Loading Schedule\*\*:** All vendors must be set up by 10:00 a.m. on Friday, May 1<sup>st</sup>. Set up time is between 7:00 a.m. and 10:00 a.m.
2. **\*\*Business vendors\*\*:** If you have a large trailer, you MUST set up on Thursday, April 30th, between 5:00 and 9:00 p.m.
3. **\*\*Tent Requirements\*\*:** Vendors using a tent must provide weighted bags to secure their tent, as they will be set up on concrete. Weights must be attached to all four corners of the tent.
4. **\*\*Setup Size\*\*:** Booth spaces are 12x12 and measured without any space between booths. PLEASE MAKE SURE YOU KNOW THE SIZE OF YOUR SETUP. If you occupy more space than you've paid for, you risk being moved or losing your spot without a refund. Ensure you stay within your allotted area to avoid inconvenience and unnecessary charges.
5. **\*\*Space Allocation\*\*:** Our festival is growing and changing. Due to limited electrical availability and changes to festival structures, we cannot guarantee a specific space or the same space as in previous years.
6. **\*\*Participation Requirement\*\*:** Vendors must participate on both days of the festival. Applications will not be accepted for only one day.
7. **\*\*Payment\*\*:** Booth rental and electrical fees (if applicable) must be paid during registration. Spaces are available on a first-paid basis.
8. **\*\*Registration Requirements\*\*:** Late registrations after APRIL 10<sup>th</sup> will be charged an additional **\$25.00 fee**. You will also be assigned your booth # and directed to your booth at check-in.
9. **\*\*Electrical Hookups\*\*:** Electrical hookups are limited and available on a first-come, first-served basis.
10. **\*\*Adapters and Cords\*\*:** Vendors must supply their own adapters & extension cords for a 110 30-amp plug hookup. Extension cords must be at least 150 ft. in length. **WE CANNOT GUARANTEE SPACE WITHIN 50-100 FT OF ELECTRICAL**. Any cords or adapters deemed unsafe or inoperable by festival staff will not be allowed to connect to our electrical boards/outlets.
11. **\*\*Generators\*\*:** No Generators are allowed
12. **\*\*Booth Identification\*\*:** All booths will be marked with your assigned space number. Festival committee members will be available to assist you in locating your space.
13. **\*\*Product Exclusivity\*\*:** We cannot guarantee that you will be the only vendor selling similar items. However, we will do our best to minimize competition and avoid placing vendors selling similar items next to each other.

14. **\*\*Product Approval\*\*:** Please list the items you intend to sell on the vendor registration form. All items being sold are subject to approval by the Mushroom Festival Committee.
15. **\*\*Prohibited Items\*\*:** Weapons, knives, mace, or any self-defense items that could harm or incapacitate others are prohibited on festival grounds.
16. **\*\*Sales Tax\*\*:** All vendors are responsible for their own Missouri State and county sales taxes.
17. **\*\*Trash Disposal\*\*:** Please bring your own trash bags. Trash dumpsters will be located throughout the festival grounds, with larger dumpsters available in designated locations. Please collapse boxes before disposing of them to maximize space.
18. **\*\*Pets\*\*:** Per a City of Richmond ordinance, pets are prohibited inside the festival.
19. **\*\*Insurance\*\*:** All vendors must carry business and personal liability insurance.
20. **\*\*Vehicle Regulations\*\*:** All vendor vehicles must be moved off the square during festival hours. Vehicles will be towed if we cannot identify the owner.
21. **\*\*Exclusive Sales\*\*:** Vendors cannot sell cotton candy due to an exclusive agreement with Evans Midland Empire Carnival.
22. **\*\*Food Items\*\*:** If you plan to sell food items, please contact us for detailed labeling instructions prior to the event. All food and perishable products must be properly packaged and clearly labeled. The Ray County Health Inspector may visit your booth to verify compliance with these requirements.
23. **\*Refund Policy\*\*:** There will be no refunds if a vendor cancels or in case of inclement weather.

**Applications are due by April 10th. Applications received after the due date will be charged a \$25 late fee.**



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