

Mushroom Festival 43

May 2nd to May 4th, 2023 - Richmond, Mo. Square

Thursday, May 2nd – 6:00 pm-10:00 pm (Carnival Only)

Friday, May 3rd – 10:00 am – 8:00 pm - Saturday, May 4th – 9:00 am – 7:00 pm

Booth Information

General Information & Vendor Rules for Craft/Business Booths:

PLEASE READ!

1. All Craft/Business vendors must be set up before **10:00 am** on **Friday, May 3rd**
2. Craft vendors are not allowed to set up until **Friday, May 3rd - 7:00 – 10:00 a.m.**
3. Business vendors with large trailers **MUST** be set up on **Thursday, 2nd – 5:00 – 9:00 p.m**
4. Booth spaces are **12x12**, they are measured with no spaces between booths **PLEASE MAKE SURE YOU KNOW THE SIZE OF YOUR SET UP/TRAILER/TENT.** If you take up more than your paid space or spaces, you could risk your spot being moved or forfeited with no refund.
5. Vendors **MUST** participate in both days of the festival. Applications will not be accepted for **ONE** day only.
6. Our festival is growing and changing. Because of limited electrical and festival structure changing...**WE CAN NOT GUARANTEE YOU A SPECIFIC SPACE OR THE SAME SPACE AS PREVIOUS YEARS.** We will do our best to accommodate you.
7. Booth rental fees and electrical (if applicable) must be paid at the time of registration.
8. Due to limited availability, booth space is available on a **FIRST PAID BASIS**
9. Late registrations after **APRIL 15th** will be directed to their booth location at the time of check in.
10. All booths will be clearly marked, and festival committee members will be available to assist with location.
11. Vendors **MUST** furnish their own tables, chairs, tent, etc., and all items must stay within your designated space.
12. Electrical hookups are limited and available on a first come first serve basis.
13. 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 CAN NOT GUARANTEE YOU A SPACE WITHIN 50-100 FT OF ELECTRICAL BOARD.** Any cords or adapters that are deemed unsafe or in despair by festival staff will **NOT** be allowed to connect to our electrical boards/outlets.
14. **NO GENERATORS ALLOWED.**
15. There is no limit on the number of Arts and Crafts booths selling like or similar items. However, we do our very best to separate like vendors when assigning booth locations.
16. Please make sure to list what items you are selling on the vendor registration form. **ALL ITEMS BEING SOLD, DISPLAYED, AND PROMOTED ARE SUBJECT TO THE APPROVAL OF MUSHROOM FESTIVAL COMMITTEE.**
17. The selling of items with violent, graphic, obscene, or vulgar wording, offensive artwork, cartoons, on t-shirts or any other surfaces/items will not be allowed. As well as, selling items negatively depicting race, religion, ethnicity, and gender.
18. Weapons, knives, mace, or any other self-protection items/devices that could harm or incapacitate is not permitted. Exotic smoking equipment may not be sold or displayed.
19. All vendors will be responsible for all applicable Missouri State sales tax and county sales tax.
20. Please provide your own trash bags. Trash dumpsters will be located throughout the festival. Large dumpsters will be available in designated locations. Please collapse boxes before putting them in dumpsters to allow space.
21. **NO PETS** are allowed inside festival per a City of Richmond Ordinance.
22. Exhibitors understand they should carry their own business/personal liability insurance.
23. **ALL** vendor vehicles must be moved off the square and outside festival barricades. Vehicles will be towed if we can't identify who the vehicle belongs to.
24. A contract agreement with the Mushroom Festival Committee and Evans Midland Empire Carnival gives the carnival **EXCLUSIVE** rights on all rides, games, and cotton candy. **NO OTHER EXHIBITOR** will be allowed to provide any of the above items.

VENDOR REGISTRATION IS DUE ON APRIL 15TH.

THERE WILL BE NO REFUNDS IF A VENDOR CANCELS or DUE TO INCLEMENT WEATHER WILL BE NO REFUNDS!



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