



# Mushroom Festival 42

May 4<sup>th</sup> to May 6<sup>th</sup>, 2023 - Richmond, Mo. Square

Thursday, May 4<sup>th</sup> – 6:00 pm-10:00 pm (Carnival Only)

Friday, May 5<sup>th</sup> – 10:00 am – 8:00 pm - Saturday, May 6<sup>th</sup> – 9:00 am – 7:00 pm

## Booth Information

### General Information:

- All exhibitors must be set up by 10:00 am on Friday. Food Vendors and large trailers may set up on Thursday evening from 5:00 pm – 9:00 pm. Craft vendors will be allowed to set up tents but NO merchandise can be sold until Friday. Please remember, there will NOT be any OVERNIGHT SECURITY. We are not responsible for any items left unattended.
- Craft exhibitors are asked to participate in both days. NO EARLY take downs.
- Booth rental fees and electrical (if applicable) must be paid at time of registration.
- Due to limited availability, booth space is available on a **FIRST PAID BASIS**
- Registration after **APRIL 7<sup>th</sup>** will be directed to their booth location at the time of check in.
- Booth spaces are **15x15** for Food vendors & **12x15** for all others. If you take up more than 15 ft, you will be charged for additional booth space.
- **FOOD VENDORS – Please make sure your trailer with attached tongue is not over 15x15, or you will have to rent additional booth!**
- All booths will be clearly marked and festival committee members will be available to assist with location.
- Exhibitors MUST furnish their own tables, chairs, tent, etc., and all items must stay within your designated space.
- Exhibitors MUST supply their own adapters, extension cords. (100 ft.-150 ft. cords recommended). Any cords or adapters that are deemed unsafe or in despair by festival staff will NOT be allowed to connect to power outlets. **NO GENERATORS ALLOWED BY ANY VENDOR.**
- Electrical hookups are limited and available on a first come first serve basis.
- 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 when assigning booth location.
- 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.**
- The selling of items with violent, graphic, obscene, or vulgar wording, offensive art work, cartoons, on t-shirts or any other surfaces/items will not be allowed. As well as, selling of items negatively depicting race, religion, ethnicity, and gender.
- 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.
- All vendors will be responsible for all applicable Missouri State sales tax and county sales tax.
- 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 in dumpsters to allow space.
- NO PETS are allowed inside festival per a City of Richmond Ordinance.
- Exhibitors understand they should carry their own business/personal liability insurance.
- ALL vendor vehicles must be moved off the square during festival hours. Vehicles will be towed if we can't identify who the vehicle belongs too.
- **THERE WILL BE NO REFUNDS IF A VENDOR CANCELS or DUE TO INCLEMENT WEATHER!**
- 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.



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