

You're invited to the 30th Annual Mushroom Festival

April 30 and May 1, 2010 • Richmond, Missouri

Dear Mushroom Festival Exhibitor,

The Richmond Area Chamber of Commerce is excited to announce the 30th Annual Mushroom Festival will be held Friday, April 30 and Saturday, May 1, 2010. The festival committee is now preparing for this family-friendly, fun-filled event and wants to officially invite you to participate.

As always, booth rentals are on a first come first serve basis. Exhibitors requesting a specified location will be asked to have payment and signed application to the Chamber office by Friday, Feb. 13. With your request, we will do our best to give you the same location as last year if your application is received before the deadline, however we can make no guarantee. *Confirmation and location of your booth rental will be mailed to you prior to the Festival.*

Mushroom Festival booth spaces are 15' x 15' and are \$75 each. The 15-foot depth is our maximum capacity due to parade accessibility. If you need more than 15 feet, an additional booth space must be rented at \$75. Electricity is available at an additional cost. 110 v – 30 amp outlets and 220 v – 30 amp, 4 pronged outlets are available. No special arrangements will be made by the festival. Please provide your own adapters if necessary. See our 2010 Vendor Registration Form for details.

We are enclosing a copy of the registration form along with the Mushroom Festival rules. These forms can also be downloaded by following the link at our web site: **HYPERLINK** "<http://www.richmondchamber.org>" www.richmondchamber.org.

Please do not hesitate to contact us if you need further assistance. See you at the Mushroom Festival.

Sincerely,

Ellen Franklin

Executive Director

Thurza Falls

Chairman

Richmond Area Chamber of Commerce
Mushroom Festival Committee

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2010 VENDOR REGISTRATION FORM

Name (please print or type): _____

Phone: () _____

Street: _____

City: _____ State: _____ ZIP: _____

E-mail: _____

Description of items/services to be sold:

If this is your first exhibit at the Mushroom Festival, please enclose photos of your product(s).

BOOTH RENTAL

Mushroom Festival booth rentals are \$75 each and include a nonelectrical 15'x15' space. 110 and 220 Volt electricity is available at an extra charge. Please indicate your requirements below.

Booth Rental: Number of booths requested _____ x \$75:

\$ _____

We will be working from a vehicle (circle one)

YES or NO

Electricity: 110 V 30 Amps (\$20):

\$ _____

220 V 30 Amps – using 4 pronged outlet (\$30):

\$ _____

(Adapters for other out let types are not available. Please bring your own adapter if necessary.)

TOTAL AMOUNT: (Checks payable to Mushroom Festival)

\$ _____

CONTRACT AGREEMENT

The entrant will assume responsibility for his/her own exhibit and agree to relieve the Richmond Area Chamber of Commerce, the Mushroom Festival Committee, and the City of Richmond of liability for any damages beyond due care, including claims for loss, damage, or injury. The entrant is responsible for insurance on his/her merchandise and equipment at his/her own expense. This agreement includes public liability.

The entrant is solely responsible for the selling of his/her items and other conduct of business. The entrant is solely responsible for his/her person and property during said exhibit. The entrant is responsible for collecting and reporting any/all applicable sales tax. The entrant agrees to participate in both days of the Mushroom Festival.

The application for entry constitutes an agreement on the part of the entrant that he/she accepts the above statements as detailed.

A contract agreement between the Mushroom Festival Committee and Evans Midland Empire Carnival gives the carnival exclusive rights on all rides, games and cotton candy. No other entrant will be allowed to provide rides, games or cotton candy during the Mushroom Festival.

The Mushroom Festival Committee reserves the right to refuse/cancel any registration in violation of this contract agreement.

The entrant understands and agrees there will be absolutely **no refunds** given by the Mushroom Festival for inclement weather or any other reason. **Post-dated checks will not be accepted.**

Signature of Entrant

Date

2010 EXHIBITOR RULES & REGULATIONS

*The 30th Annual Mushroom Festival, sponsored by the Richmond Area Chamber of Commerce, will be held **Friday, April 30 and Saturday, May 1, 2010** with numerous events planned. General rules for exhibitors are as follows:*

- Booth spaces will be located in downtown Richmond around the Courthouse and on adjoining streets. Traffic will be blocked beginning at 6 p.m., Thursday, April 30. You may set up your booth from 6 p.m. to 10 p.m., or as soon as your space is clear of traffic or obstructions. *No exhibitors will be allowed to set up after 10 p.m.*
- Mushroom Festival hours are Friday, April 30 and Saturday, May 1, from 9 a.m. to 6 p.m. You are welcome to stay later.
- Exhibitors must be set up by 9 a.m. Friday. Spaces will be marked and a committee person will be available for assistance that morning. Booths should not be taken down before 6 p.m. each day (but may stay open later). Exhibitors are asked to participate in both days of the Festival.
- All vehicles not involved in the booth will be moved off the square during the festival hours.
- Booth rentals are 15-feet wide and 15-feet deep. The charge for this space is \$75. If your vendor space takes up more than 15-feet, you will be charged for an extra booth space of \$75. Please refer to vendor registration form for details.
- Electricity is available at an extra cost. Electrical hook-ups are limited to food vendors and vendors needing 110 v for their merchandise (i.e., iron-on transfers, engraving, etc.). 220 v-30 amp receptacles are available using a 4 pronged outlet for food vendors. Please provide your own adapter if necessary. Please refer to the vendor registration form for details. Electrical hook-ups are limited and available on a first come, first serve basis. Electricity for outdoor lighting is not available.
- Exhibitors must furnish their own table, chair, tent, etc., and all items must stay within bounds of your 15-foot space. No additional room will be allowed for exhibitors that work from vehicles. If your vehicle is larger than the booth space, additional spaces will need to be purchased. Exhibitors must provide their own trash containers. Large dumpsters will be available at designated locations. Vendors not cleaning up their booth space Saturday evening will not be invited the following year.
- Booth rental fee (and any applicable electrical hook-up fees) must be paid at time of registration. No post-dated checks will be accepted. Applications received without payment

will not be processed. Registration, signed contract and payment should be postmarked by Friday, April 9, 2010 and mailed to:

**Richmond Area Chamber of Commerce
104 W. North Main Street
Richmond MO 64085**

The Chamber of Commerce will not be held responsible for lost or misdirected mail.

- Booth verification and location will be mailed to all exhibitors who register prior to the April 9 deadline. Anyone registering after the deadline will be directed to his/her booth location upon arrival at the festival by a committee member.
- The Mushroom Festival Committee reserves the right to exclude or limit certain types of exhibitors/vendors. Vendors will not be permitted to sell or display any merchandise bearing pictures of drugs/illegal substances or foul language. Dangerous sharp objects, other than kitchen ware are not to be sold. Disruptive and/or obnoxious toys such as stink bombs, "smoking" fake cigarettes, etc. will not be permitted. Any vendor displaying these items will be asked to remove them from their display or will be excluded from the festival.
- A contract agreement between 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 rides, games or cotton candy during the Mushroom Festival.
- Overnight accommodations can be made at these locations: **Super 8 Motel: (816) 776-8008 or Rose Court Motel: (816) 776-7076. RV hook-ups** available at the **Ray County Fair Grounds**. For more information, contact Dean Richards at **(816) 776-5353**.

Thank you for participating in the 30th Annual Mushroom Festival. We hope you find your visit to Richmond both relaxing and enjoyable. Visit us again soon!

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Please return this registration form with payment to:

Mushroom Festival Booth Registration

104 W. North Main Street • Richmond, MO 64085
(816) 776-6916 • cofcommerce@mchsi.com

