



You're invited to the 32nd Annual Mushroom Festival

May 4 & 5, 2012 • Richmond, Missouri

Dear Mushroom Festival Exhibitor,

The Richmond Area Chamber of Commerce is excited to announce the 32nd Annual Mushroom Festival will be held Friday, May 4 and Saturday, May 5, 2012. 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. 24. 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 \$100 each. This is the first time the fee has increased in many years and we do not anticipate raising it again for many more. We did research other festivals and fee this is in line with other fees. As the prices of our expenses rise we felt we had to raise the rent. 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 \$100. 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 2012 Vendor Registration Form for details.

Please note that all food vendors will be required to make a \$50 cleanup deposit with their application. It will be refunded at the conclusion of the festival unless the booth space is not returned to its original state. More details are on the instruction page.

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: www.richmondchamber.org.

Please do not hesitate to contact us if you need further assistance. Overnight accommodations can be made at these locations: **Super 8 Motel: (816) 776-8008 or Rose Court Motel: (816) 776-7076. RV hook-ups** are available at the **Ray County Fair Grounds**. For more information on the Fair Grounds, contact Dean Richards at **(816) 776-5353**. See you at the Mushroom Festival.

Sincerely,

Ellen Vandiver

Executive Director
Richmond Area Chamber of Commerce

Glenda Reynolds

Chairman
Mushroom Festival Committee

Chamber
Richmond Area Chamber of Commerce



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2011 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 \$100 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 \$100: \$ _____

Electricity: 110 V 30 Amps (\$20 per plug) or 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) \$ _____

FOOD VENDORS: A \$50 refundable deposit is required to ensure proper clean up. Please include a separate check to be refunded as you leave the festival. Complete details on instruction page.

CONTRACT AGREEMENT

The exhibitor 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 exhibitor is responsible for insurance on his/her merchandise and equipment at his/her own expense. This agreement includes public liability.

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

The application for entry constitutes an agreement on the part of the exhibitor 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 exhibitor 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 exhibitor 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.** By signing this contract the exhibitor states that they have read and agree with the terms listed on this form and the 2012 Exhibitor Rules and Regulations.

Signature of Exhibitor

Date



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

2012 EXHIBITOR RULES & REGULATIONS

*The 32nd Annual Mushroom Festival, sponsored by the Richmond Area Chamber of Commerce, will be held **Friday, May 4 and Saturday, May 5, 2012** 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, May 3. 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, May 4, from 10:00 a.m. to 8:00 p.m. and Saturday, May 5, from 9 a.m. to 6 p.m. You are encouraged to stay later.**
- Exhibitors must be set up by 10 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 8 p.m. on Friday and 6 p.m. on Saturday (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 \$100. If your vendor space takes up more than 15-feet, you will be charged for an extra booth space of \$100. 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 and extension cords if necessary. Cords and adapters that are in disrepair or deemed unsafe by festival staff will not be allowed to connect to the power outlets. 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.
- Due to continuing problems with clean up, a \$50 deposit is required for all food vendors. Please write a separate check for that amount. At the completion of the festival, each booth space will be inspected by a Festival Committee member. If the space is in the same state it was upon arrival, the deposit will be refunded. If the area is not clean, the check will be kept and used for cleanup costs. This will include any area behind the booth that the vendor used for working/cooking. Trash containers are located throughout the festival area. Large dumpsters will be available at designated locations. Please collapse empty boxes before putting them in the dumpsters and stack filled trash bags next to the dumpsters. Clean up crews will be around to remove them periodically. 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 (also a \$50 deposit for food vendors) should be 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 as soon as possible after they are received. Anyone registering the week of the festival 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. At no time shall an exhibitor display (for sale or otherwise) materials which in the sole judgment of the festival committee, shall be deemed obscene, dangerous or unlawful. Expressly prohibited are items including, but not limited to the following: Drug paraphernalia or merchandise bearing pictures of drugs/illegal substances or foul language, dangerous sharp objects, butterfly knives, or any knife other than kitchenware, throwing stars, guns, toy guns, water guns, brass knuckles, disruptive and/or obnoxious toys such as stink bombs and “smoking” fake cigarettes. Any vendor displaying these items will be asked to remove them from their display or will create forfeiture of his rights and privileges of this contract.
- **No pets will be allowed inside the barricades during festival hours per a Richmond City Ordinance. This includes pets brought by vendors.**
- 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.

Thank you for participating in the 32nd Annual Mushroom Festival. We hope you find your visit to Richmond both relaxing and enjoyable. Visit us again soon!

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