



YOU'RE INVITED TO THE 38TH ANNUAL MUSHROOM FESTIVAL

MAY 3RD, 4TH & 5TH, 2018 • RICHMOND, MISSOURI

Dear Mushroom Festival Exhibitor,

The Richmond Area Chamber of Commerce is excited to announce the 38th Annual Mushroom Festival; this great event will be held Friday May 4th and Saturday May 5th, 2018. The festival committee is now preparing for this family-friendly, fun-filled event and wants to officially invite you to participate. We have some exciting new plans for the festival this year including live entertainment, new attractions, and evening hours. We hope to design the festival to meet our vendor's needs and hope that your time with us is profitable and enjoyable!

As always, booth rentals are on a first come first serve basis. Exhibitors requesting a specific location must have their payment, and signed application submitted by Wednesday, February 28th, 2018. With your request, we will do our best to assign your desired location if your application is received before the deadline. However, we can make no guarantee to any vendor concerning location. *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 \$125 for non-food vendors and \$250 for food vendors. Non-profit vendors from Ray County will pay \$75 per booth. The 15-foot depth is our maximum capacity due to parade accessibility. If you need more than 15 foot length, an additional booth space must be rented at \$125 for non-food vendors and food vendors alike. Non-profit Ray County vendors will pay \$75 for additional spaces. Electricity is available for an additional cost. 110 v – 30 amp outlets are available for \$20 per outlet and 220 v – 30 amp, 4 pronged outlets are available for \$30 per outlet. **No special arrangements will be made by the festival for any vendor. PLEASE PROVIDE YOUR OWN ADAPTORS IF NECESSARY. POWER BOARDS CAN NO LONGER BE ALTERED TO ACCOMIDATE DIFFERENT PLUG- INS.**

ATTENTION FOOD VENDORS: The number of food vendors for the 38th annual Mushroom Festival will be limited. Vendor booths will be assigned on a first come, first serve basis with a limit on the total number of food vendors, and restricted by food type. Food vendors will also be required to submit a refundable separate \$50 check along with their payment and registration form. This food vendor deposit is to ensure proper clean-up procedure is completed upon leaving the festival.



Our preferred lodging partner is:

Richmond Super 8
8888 Slumber Lane
Richmond, MO 64085
(816) 776-8008

If traveling in an RV or camper, sites with hook-ups are available at the Ray County Fair Grounds. For more information on the Fair Grounds, contact Dean Richards at (816) 776-5353.

The Richmond Area Chamber of Commerce and the Mushroom Festival Committee reserve the right to deny any vendor, for any reason the organizations deem necessary.

**Per city ordinance, pets are NOT allowed on city property during a public festival.
PLEASE DO NOT BRING YOUR PETS!**

Police or service animals are permitted with the proper

We have enclosed a copy of the registration form along with the Mushroom Festival rules. Please review these documents in detail and be familiar with their contents. These forms can also be downloaded by following the link at our web site: www.richmondchamber.org. We can't wait to see you at the 2018 Mushroom Festival!

Sincerely,

Glen Martin

Festival Chairman
Mushroom Festival Committee

Justin Wrisinger

Festival Chairman
Mushroom Festival Committee

Natalie Lamar

Executive Director
Mushroom Festival Committee

Chamber
Richmond Area Chamber of Commerce



2018 VENDOR REGISTRATION FORM

Name (please print): _____ Phone: () _____

Street: _____

City: _____ State: _____ ZIP: _____ E-mail: _____

Description of items/services to be sold: _____

Booth Rental (non-profit Ray County local: food, craft, display)	_____ x \$75
Booth Rental (non-food vendor):	_____ x \$125
Booth Rental (food vendor):	_____ x \$250
Extra Adjacent Booth Rental (non-profit Ray County local: food, craft, display)	_____ x \$75
Extra Adjacent Booth Rental	_____ x \$125
Electricity: 110 V 30	_____ x \$20
Electricity: 220 V 30 Amps – 4 pronged outlet	_____ x \$30
TOTAL AMOUNT: (Checks payable to Mushroom Festival)	\$ _____
<input type="checkbox"/> As a food vendor I have enclosed my \$50 refundable security deposit in the form of a separate check that will be given back to me upon leaving the festival.	

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 and/or comprehensive general 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 2018 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 • director@richmondchamber.org

2018 EXHIBITOR RULES & REGULATIONS

The 38th Annual Mushroom Festival, sponsored by the Richmond Area Chamber of Commerce, will be held Friday, May 4 and Saturday, May 5, 2018 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 4 p.m., Thursday, May 3rd. **YOU WILL NOT BE ALLOWED TO SET UP EARLY!** 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 4th, from 10:00 a.m. to 10:00 p.m. and Saturday May 5th, from 9:00 a.m. to 8:00 p.m. You are encouraged to stay into the evening; we will have events and attractions in the evening hours.**
- 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 must 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 \$125 for non-food vendors, \$250 for food vendors and \$75 for Ray County Local non-profits. If your vendor space takes up more than 15-feet, you will be charged for an extra booth space of \$125, \$75 for Ray County local non-profits.
- 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 100 foot extension cords.** Cords and adapters that are in disrepair or deemed unsafe by festival staff will not be allowed to connect to the power outlets. **We will not alter our power boards to accommodate your plug in.** Electrical hook-ups are limited and available on a first come, first serve basis.
- 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 upon tear down, 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. Clean up crews will be around to empty them periodically.
- 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 weeks before the event. 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. PLEASE LEAVE THEM AT HOME.**
- 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 38th Annual Mushroom Festival. We hope you find your visit to Richmond both relaxing and enjoyable. Visit us again soon!