

THE MUSHROOM FESTIVAL, INC.

2018 Craft Vendor Application

DESCRIPTION

The Mushroom Festival will take place Saturday and Sunday, September 8th and 9th, 2018 in downtown Kennett Square, PA. Festival hours are from 10 AM – 7 PM on Saturday and 10AM – 5 PM on Sunday. This is an outdoor street festival and will be held rain or shine. Craft vendor booths will be placed on State Street in Historic Downtown Kennett Square.

OUR MISSION:

The Mission of the Mushroom Festival is to promote the mushroom, educate consumers about the health benefits of mushrooms and to promote tourism in Southern Chester County, all while financially supporting local and regional charities through a grant process.

ELIGIBILITY

- Vendors with Mushroom items are given priority.
- Vendors are selected from submitted photographs. Prior vendors are no longer exempt. Only work representative of that submitted to be juried may be exhibited. Vendors may not sell other non-related items that were not judged. Violators will be removed from the festival.

APPLICATION PROCEDURE

All application materials must be post received by: June 30, 2018, for consideration.

- Application and pictures will be juried so the best quality of vendors will be accepted with preference given to those who offer mushroom related items. **PRIOR VENDORS ARE NOT EXEMPT** and must submit pictures.
- Quality and original work are highly recommended. Select each category in which you wish to be juried, please submit 4 recent photographs of your work and display; please no slides.
- Label each picture with your name and address. Update your photos before you send them in. Please do not send samples, as they will not be returned. Enclose the completed application, vendor space fee (check or credit card), and a business size, self-addressed envelope with \$0.84 postage if you would like your pictures returned.
- Upon acceptance into the festival, an acceptance letter will be emailed. Photographs will be returned in the envelope provided by you. If you are not selected, photographs and check or payment form, will be returned in the envelope you provided. The decision of the committee is final. All notifications of space assignment will be mailed no later than August 22, 2018.

Special Note:

Accepted vendors **will not** be allowed to use the name "Mushroom Festival" or any of the Mushroom Festival

logos on their products without written permission from The Mushroom Festival Board of Directors.

- Vendor spaces are 10 feet wide and 10 feet deep, **CANOPIES ARE REQUIRED** and must be supplied by the vendor. Vendors will need to provide all materials/equipment for set-up (tables, chairs, backdrops, etc.). **ALL CANOPIES MUST BE SECURED AND WEIGHTED DOWN WITH A MINIMUM OF 40lb WEIGHTS ON ALL FOUR CORNERS.** The canopy should be secure enough to withstand a small thunderstorm.

PLEASE NOTE: Sidewalks are to remain clear behind your vendor space during Mushroom Festival hours. Open spaces are built in to the layout of our festival for safety reasons. Vendors who expand into the open spaces, beyond what was requested, paid for, and approved by the committee, will be charged for the extra space occupied, and denied future participation in future Mushroom Festivals. Pictures will be taken to document the breach of space and billed accordingly.

- During Sunday's breakdown (at 5pm), vendors may not be able to park their vehicle right next to their vendor space. Every attempt is made so vendors can get as close as they can to their vendor space to load their vehicle. A handcart is recommended to assist vendors.

SET UP

- Included with the vendor acceptance letter, each vendor is assigned a check in location, spaces, and a set up time are provided to prevent congestion on the festival streets. There are additional festival vehicles and vendors arriving for set up at the same time as the craft vendors. Vendors who arrive late should be aware that the festival streets are closed, to all vehicles, at 8:30 am on Saturday and 8:30 am on Sunday. If vendors arrive after the streets are closed to vehicular traffic, vendors must park outside festival grounds and carry/cart materials to their assigned space. Upon arrival to the festival area, vendors will be asked their vendor space number and check in location. Vendors then will be directed to their vendor space location. Be prepared to unload all materials/supplies onto the sidewalk, park your vehicle, then return to set up your vendor space.
- Vendors will be asked to park their vehicles off festival grounds once all materials are unloaded. Please do not begin setting up until your vehicle is moved. Vendors then return to their vendor space to continue set up of their vendor space.
- Vendors are to be prepared to have their exhibit ready for public viewing/shopping: Saturday, September 8, 9:00 am; Sunday, September 9, at 10:00 am.

PARKING

Parking is not allowed in the Festival area. Vendors are requested to park on side streets which do not have NO



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PARKING signs placed by the police department. Additionally, box trucks or trailers should not encroach corners and remain 15 feet from the corner of any intersection

SECURITY

Overnight security will be provided. Each vendor is responsible for securing their own vendor space.

CORNER SPACE

Corner Vendor space (an additional \$75 fee, not included with vendor space fee). Corner vendor space spaces are not on specified street corners or intersections. They are the standard definition of a corner in the craft industry. A corner is considered TWO EXPOSED SIDES which would be open front and one open side. There are no guarantees on receiving a corner vendor space as these vendor spaces are limited.

ADDITIONAL INFORMATION

The Mushroom Festival will not be cancelled in the case of inclement weather. Vendors are to be fully prepared to protect against adverse conditions, such as rain, wind, sun, heat, etc. If severe weather conditions persist, i.e., thunderstorm/lightning, the Festival will temporarily close down and then reopen. Vehicles will not be allowed in the Festival area during cloudbursts - please be prepared to protect your merchandise. Vendors are expected to reopen their vendor spaces as soon as possible once the weather has cleared and the Festival reopens. No refunds will be issued for inclement weather. All spaces are located on the street. Drainage from rain can occur. If you have tubs, cardboard boxes, etc., please consider placing merchandise on wooden pallets to keep your merchandise dry.

APPLICATION SUBMISSION:

1. In signing the application agreement, **vendors must understand that all items to be sold must be disclosed during the jury process.** If items are brought in which haven't been juried, festival staff will ask to have said items to be removed. Noncompliance will result in your removal from future festivals.
2. Vendor space fees are non-refundable upon acceptance into the festival.
3. Check or credit card number must be included with your application. Applications will not be processed without payment in full if you are selected.
4. This is an outdoor, two-day street festival and vendor space spaces may not be completely level.
5. Vendors also understand that setup times are firm. Any change needed for set up times must be communicated when set up information is received. If vendor arrives late, vendor will need to cart supplies to their space as they may not be able to pull a car up to the vendor space

unless determined to be safe by The Mushroom Festival staff.

6. Vendors are responsible for safe storage containment and full value of all materials.
7. Electricity is available for some vendor space locations for an *additional* fee of \$75. **Please plan to bring 50' to 100' of heavy duty extension cord to connect to your outlet.**
8. The Mushroom Festival is not responsible for safe keeping, loss or damage of any merchandise.
9. Vendors are **not permitted to bring alcohol or pets**, except service animals, into the festival area.
10. Vendors may not sublet any portion of their space to another vendor.
11. Open flames are not permitted.
12. All returned checks are subject to a \$50 fee.
13. The Mushroom Festival is not responsible for any items lost or damaged.

APPLICATIONS SUBMITTED MUST INCLUDE THE FOLLOWING:

1. Application completed in full and legible. Remember to select your category or categories to correctly define your merchandise being sold. **PREVIOUS VENDORS ARE NO LONGER EXEMPT.**
2. Four (4) photographs labeled with your name and address and one photo must be representative of your vendor space/ display.
3. Check or credit card number must be included with your application. All returned checks are subject to a \$50 service fee.
4. Self-addressed, stamped (\$0.84), business size envelope **for any pictures will be returned.**

Please keep the Rules and Regulations for future reference.

Please mail applications to:

The Mushroom Festival
Attn: Vendor Chair
PO Box 1000
Kennett Square, PA 19348
OR
Email: mushroomvendors@gmail.com

All notifications of acceptance and space assignments will be mailed or emailed by August 22, 2018.

Early Discount Deadline – Application must be received by May 15, 2018.

Application Deadline is June 30, 2018 or until spaces are filled.

STAFF CONTACT

Rhonda Sarver, Vendor Chair
The Mushroom Festival
(302)399-1116



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The 33rd Mushroom Festival will be held September 8th and 9th, 2018. **For complete information, please first read the Craft Vendor rules and regulations shown above.** Please send with your payment the completed Mushroom Festival Craft Application. Please keep the Rules and Regulations for your future reference.

Apply by May 15, 2018 and receive \$50 off your booth fee!

Business/Trade Name _____

Contact Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

E-mail _____

Have you exhibited in the Mushroom Festival in the past? Yes No If yes, what year(s)? _____

CRAFT CATEGORIES *Must provide pictures and select all that apply, see guidelines for instructions.

- | | | | |
|--------------------------------------|---|--|--------------------------------------|
| <input type="checkbox"/> Baskets | <input type="checkbox"/> Children's Items | <input type="checkbox"/> Clothing | <input type="checkbox"/> Dolls |
| <input type="checkbox"/> Glass | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Floral/Herbal | <input type="checkbox"/> Metal |
| <input type="checkbox"/> Pottery | <input type="checkbox"/> Wood | <input type="checkbox"/> Food Products | <input type="checkbox"/> Leather |
| <input type="checkbox"/> Furniture | <input type="checkbox"/> Fine Arts | <input type="checkbox"/> Quilts | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Mixed Media | <input type="checkbox"/> Other _____ | | |

Please provide a brief description of your product(s).

Do you have an oversized vehicle? Yes No Size of Vehicle _____

Trailer? Yes No Size of Trailer _____

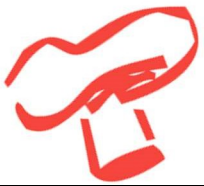
BOOTH SPACES REQUESTED _____ X \$375 = \$ _____

ADDITIONAL FEES Corner Booth \$75 \$ _____

Electricity \$75 \$ _____

EARLY BIRD DISCOUNT Discount \$50 PER SPACE (by May 15, 2018) \$ _____

TOTAL DUE Payable to the Mushroom Festival \$ _____



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Hold Harmless Clause for the 2018 Mushroom Festival

Vendor, its officers, and members shall hold harmless and defend the Mushroom Festival, Inc., and its agents, officers and volunteers from all liability, judgments, suits, costs and actions, including attorneys' fees and all costs of litigation of every kind and description brought or rendered against The Mushroom Festival, Inc., as a result of loss, damage, or injury of persons or property by reason of any act of failure to act by its officers, members or volunteers.

I have read the terms and conditions as outlined in the accompanying Rules & Regulations and agree to abide by them.

SIGNATURE: _____ DATE: _____

Credit Card Payment Authorization

By supplying the following information, your credit card will be charged for the full fee, as per your application, upon your acceptance as a Vendor at the 2018 Mushroom Festival on September 8th and 9th, 2018.

Credit Card Visa Master Card American Express

Vendor Name: _____

Name on Credit Card _____

Credit Card# _____ Exp. Date _____

Security Number (from back of card): _____

Phone number: _____

Email (to send receipt): _____

Signature of Card Holder _____