



# THE MUSHROOM FESTIVAL, INC.

## 2019 SPONSOR VENDOR APPLICATION

Thank you for becoming a Mushroom Festival Sponsor and your interest in being a vendor at the 34<sup>th</sup> Annual Mushroom Festival on September 7 and 8, 2019. Please read our Sponsor Vendor Rules and Regulations carefully then return the Sponsor Vendor application (page 3). **Your booth space will NOT be reserved until the Sponsor Vendor Application is returned.**

### General Information

The 34<sup>th</sup> Annual Mushroom Festival is a two-day event:

- Saturday, September 7<sup>th</sup> from 10 am to 7 pm
- Sunday, September 8<sup>th</sup> from 10 am to 5 pm

Your Sponsor booth must be open during all Festival hours.

The Festival is held regardless of weather conditions. Please plan accordingly.

No pets are permitted in the Festival. The only exception is service animals.

As part of your sponsorship package, the Mushroom Festival will provide you with free electric, a canopy, an 8' table and two chairs, but these MUST be requested on the Sponsor Vendor Application.

Those businesses needing electricity should indicate their needs on their application. The Festival cannot guarantee availability after the deadline of June 30<sup>th</sup>. Those using electricity must provide a 50-foot or longer extension cord. Electrical outlets are limited to specific areas and provided on a first come, first served basis. Electric connections are 110V.

Every effort will be made to accommodate a vendor's choice of space selection. The Mushroom Festival Committee reserves the final right to place vendors.

By August 22, 2018 each sponsor will receive a Vendor Packet by mail. Included in this packet is your space assignment, a set-up check-in location (with map), and a set up time to access Festival streets.

The set-up time is coordinated to prevent congestion on the festival streets as there are additional festival vehicles and additional vendors arriving for set up at the same time.

Sponsors who arrive late should be aware that the festival streets are closed, to all vehicles, at 8:30 am both days. If Sponsors arrive after the streets are closed to vehicular traffic, Sponsors must park outside festival grounds and carry/cart materials to their assigned space.

Upon arrival to the festival area, Sponsors will be asked their vendor space number at their check in location. Sponsors will then be directed to the Sponsor's location. Be prepared to unload all materials/supplies onto the sidewalk prior to setting up your booth space.

Sponsors 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. This helps alleviate congestion on the narrow thoroughfare and allows vehicles waiting patiently behind you access their space to unload.

Sponsors are to be prepared to have their exhibit ready for public viewing/shopping for Festival Openings at 10 am both days.

Parking is not allowed in the Festival area unless the vehicle is to be a part of your exhibit. Sponsors are requested to park on side streets which do not have NO 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.

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

Please mail applications to:

The Mushroom Festival  
PO Box 1000  
Kennett Square, PA 19348

**OR**

Email: [themushroomfestival@gmail.com](mailto:themushroomfestival@gmail.com)

**All notifications of space assignments will be mailed or emailed by August 22, 2019.**

#### STAFF CONTACT

Avery Eaton

The Mushroom Festival

(610)925-3373

[themushroomfestival@gmail.com](mailto:themushroomfestival@gmail.com)



# THE MUSHROOM FESTIVAL, INC.

## 2019 SPONSOR VENDOR APPLICATION

### Sponsor Vendor Rules and Regulations

No business may present materials for or promote any company other than its own. The Sponsor booth space MUST be used by the Sponsor and not given away to another organization without written permission from the Vendor Committee. This insures we properly place you within the Festival and there are not duplicate vendors nearby.

Distribution of promotional items must be pre-approved by the Mushroom Festival Committee to insure diversity and prevent conflict with other street vendors who sell similar products at the Festival. Please do not provide free face painting or water/beverages of any kind.

Sampling of food items is permitted with permission. Please contact us to discuss if a Chester County Health Department Temporary Permit is required for your sampling.

Products and Services may only be displayed within the confines of the Festival space or spaces provided.

All marketing activities by sponsors are restricted to the immediate confines of your space as provided by the Festival. Specifically, this means sponsors are NOT allowed to enter the thoroughfare to distribute flyers or giveaways in the immediate promotional area or any other area within Festival grounds. This requirement will be strictly enforced.

The Festival does not permit live or recorded music or demonstrations as they may constrict the pedestrian walkway or be loud and disruptive to other vendors.

The Mushroom Festival Committee reserves the right to prohibit and remove displays and handouts which, in the opinion of the Mushroom Festival Committee, detract from the family nature of the Festival

Sponsors are responsible for removing all trash from their area each evening and may not use Festival trash receptacles for its disposal. We can accommodate recyclable materials with written notice in advance.

Sponsors who conduct a free drawing are required to conduct the drawing onsite and give away the advertised item by the conclusion of the Festival. Raffles or drawings where tickets are sold are not permitted.

Sponsors are not allowed to use the name "Mushroom Festival" or any of the Mushroom Festival logos on their products or giveaways without written permission from The Mushroom Festival Board of Directors.

**PLEASE NOTE:** Sidewalks are to remain clear behind your Sponsor space during Mushroom Festival hours. Open spaces are built in to the layout of our festival for safety reasons. Sponsors 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.

***Application deadline: June 30, 2019 or until all spaces are filled.***



# THE MUSHROOM FESTIVAL, INC.

## 2019 SPONSOR VENDOR APPLICATION

Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Booth size requested: \_\_\_\_\_ 10' x10' \_\_\_\_\_ 10'x20' \_\_\_\_\_ 10'x30' \_\_\_\_\_ Other

Do you have an oversized vehicle/trailer? Yes  No  Size of Vehicle \_\_\_\_\_

Will this vehicle/ trailer need to be in your space assigned? Yes  No

Type of business service or function to be exhibited: \_\_\_\_\_

Please check all that apply:

\_\_\_\_\_ Please supply electricity for my booth space

\_\_\_\_\_ Please supply a canopy for my booth space

\_\_\_\_\_ Please supply an 8' table and 2 chairs for my booth space

Are you planning on handing out promotional materials and/or giveaways? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please describe:

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### Hold Harmless Clause:

Sponsor 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: \_\_\_\_\_