



Mushroom Festival 44

May 1st to May 3rd, 2025 - Richmond, Mo. Square

Thursday, May 1st – 6:00 pm-10:00 pm (Carnival Only)

Friday, May 2nd – 10:00 am – 8:00 pm - Saturday, May 3rd – 9:00 am – 7:00 pm

FOOD VENDOR Booth Information

General Information & Rules:

PLEASE READ

1. ****Loading Schedule****: Vendors must load in between 5:00 PM and 7:00 PM on Thursday, May 1st.
2. ****Generators****: No gas generators are allowed.
3. ****Tent Requirements****: Vendors using a tent must provide weighted bags to secure their tent, as they will be set up on concrete. Weights must be attached to all four corners of the tent.
4. ****Booth Space Availability****: Food booth space is available on a first-paid basis due to limited availability.
5. ****Setup Size****: Please ensure you know the size of your setup/trailer! Food booth space sizes are 15x30 feet. Spaces are measured with no gaps between booths. Please measure your trailer from bumper to bumper, including the tongue, hitch, and any swinging doors. If your setup takes up more space than what you paid for, you risk having your spot moved or forfeited without a refund.
6. ****Booth Identification****: All booths will be marked with your assigned space number. Festival committee members will be available to assist you in locating your space.
7. ****Space Allocation****: Our festival is growing and changing. Due to limited electrical availability and changes to festival structures, we cannot guarantee a specific space or the same space as in previous years. However, we will do our best to accommodate your needs.
8. ****Insurance****: All vendors must carry their own business and personal liability insurance.
9. ****Participation Requirement****: Vendors must participate on both festival days. Applications will not be accepted for only one day.
10. ****Payment****: Booth rental fees and electrical fees (if applicable) must be paid at the time of registration.
11. ****Electrical Hookups****: Electrical hookups are limited and available on a first-come, first-served basis.
12. ****Adapters and Cords****: Vendors must supply their own adapters and extension cords for a 220-50 amp plug hookup. Extension cords must be at least 150 feet long. We cannot guarantee a space within 50-100 feet of the electrical board. Festival staff will not permit any cords or adapters deemed unsafe or in poor condition.
13. ****Water Supply****: You are responsible for your water supply, as we do not have water hookups.
14. ****Product Exclusivity****: We cannot guarantee that you will be the only vendor selling similar items. However, we will do our best to minimize competition and avoid placing vendors selling similar items next to each other.
15. ****Product Approval****: Please list the items you intend to sell on the vendor registration form. All items being sold are subject to approval by the Mushroom Festival Committee.
16. ****Prohibited Items****: Weapons, knives, mace, or any self-defense items that could harm or incapacitate others are prohibited on festival grounds.
17. ****Sales Tax****: All vendors are responsible for their own Missouri State and county sales taxes.

18. ****Health Inspections****: The Mushroom Festival staff will provide the health inspector with a list of all food vendors, including their locations and phone numbers. Health inspections will take place on Thursday and Friday before the festival opens.
19. ****Trash Disposal****: Please bring your own trash bags. Trash dumpsters will be located throughout the festival grounds, with larger dumpsters available in designated locations. Please collapse boxes before disposing of them to maximize space.
20. ****Pets****: Per a City of Richmond ordinance, pets are prohibited inside the festival.
21. ****Vehicle Regulations****: All vendor vehicles must be moved off the square during festival hours. Vehicles will be towed if we cannot identify the owner.
22. ****Exclusive Sales****: Vendors cannot sell cotton candy due to an exclusive agreement with Evans Midland Empire Carnival.
23. ****Refund Policy****: There will be no refunds if a vendor cancels or in case of inclement weather.

****Vendor Registration Deadline****: Applications are due by April 14th.
A late fee will be charged if received after the deadline.



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