

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

Booth Information

General Information & Vendor Rules for Craft/Business Booths:

PLEASE READ

1. ****Loading Schedule****: All vendors must set up by 10:00 a.m. on Friday, May 2nd. Set up time is between 7:00 a.m. and 10:00 a.m.
2. ****Business vendors****: Vendors with large trailers MUST be set up on Thursday, May 1st 5:00 – 9:00 p.m.
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. ****Setup Size****: Booth spaces are **12x12 and measured with no spaces between booths**. PLEASE **MAKE SURE YOU KNOW THE SIZE OF YOUR SETUP/TRAILER/TENT**. If you take up more than your paid space or spaces, you could risk being moved or forfeiting your spot with no refund.
5. ****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.
6. ****Participation Requirement****: Vendors must participate on both days of the festival. Applications will not be accepted for only one day.
7. ****Payment****: Booth rental and electrical fees (if applicable) must be paid during registration. Spaces are available on a first-paid basis.
8. ****Registration Requirements****: Late registrations after **APRIL 14th** will be charged an additional **\$20.00 fee**. You will also be assigned your booth # directed to their booth at check-in.
9. ****Electrical Hookups****: Electrical hookups are limited and available on a first-come, first-served basis.
10. ****Adapters and Cords****: Vendors must supply their own adapters & extension cords for a 110 30-amp plug hookup. Extension cords must be at least 150 ft. in length. **WE CAN NOT GUARANTEE YOU A SPACE WITHIN 50-100 FT OF ELECTRICAL BOARD**. Any cords or adapters that are deemed unsafe or in despair by festival staff will NOT be allowed to connect to our electrical boards/outlets.
11. ****Generators****: No Generators are allowed
12. ****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.
13. ****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.
14. ****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.
15. ****Prohibited Items****: Weapons, knives, mace, or any self-defense items that could harm or incapacitate others are prohibited on festival grounds.
16. ****Sales Tax****: All vendors are responsible for their own Missouri State and county sales taxes.

17. ****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.
18. ****Pets****: Per a City of Richmond ordinance, pets are prohibited inside the festival.
19. ****Insurance****: All vendors must carry business and personal liability insurance.
20. ****Vehicle Regulations****: All vendor vehicles must be moved off the square during festival hours. Vehicles will be towed if we cannot identify the owner.
21. ****Exclusive Sales****: Vendors cannot sell cotton candy due to an exclusive agreement with Evans Midland Empire Carnival.
22. ****Non-Profit****: If you are a non-profit group selling food items, please contact us for directions on how to mark items before selling.
23. ****Refund Policy****: There will be no refunds if a vendor cancels or in case of inclement weather.
- 24.

Applications are due by April 14th. Applications received after the due date will be charged a late fee.



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