



FOOD COURT BOOTH APPLICATION & GUIDELINES



31st Annual MOUNTAIN MUSHROOM FESTIVAL Saturday, April 29 and Sunday, April 30, 2023

City of Irvine, City Hall, 101 Chestnut Street, Irvine, Ky. 40336
Mt. Mushroom Festival/City Hall: (606) 723-2554 Fax: 606 723-2558
Email: mushroomfestival@irvineonline.net
Website: www.mountainmushroomfest.org

Set Up Procedures: ****NEW**** This year we be meeting at the **Estill Springs Elementary School at 314 Main Street, Irvine, KY 40336 in the parking lot behind the school on Thursday April 27 at 4:00pm or Friday, April 28 at 4:00pm.** Please DO NOT arrive early as school will be in session. Food vendors will be directed one at a time to their designated space for set up between 4:00pm and 6:00pm. If you arrive after 6:00pm, come to the Estill Springs Elementary School first; and if no personnel are there, you may come directly to the food court area for set up. **Set up is not allowed prior to this date/time. If a vendor violates this procedure, there will be a one-year suspension from the Mountain Mushroom Festival.**

*If you plan to use a Pepsi or Coke wagon, arrange for a representative of your organization to be there in the food court to sign off on their forms and park the wagon in the food court upon placement direction by a food court representative. **All vehicles must be out of the food court area no later than 8:00 a.m. on Saturday. No vehicles will be permitted in the food court area during Festival operation hours for safety reasons.**

Closing Time: Sunday, April 30, at 5:00 p.m.

FEES:

Any space requirements in excess of the stated sizes will be charged for the next larger size. All vendors must include trailer hitch, step bumpers and any additional needed space when calculating total space size.

Registration Fee 10'x10': \$200.00

Registration Fee 10'x20': \$300.00

Registration Fee 10'x30': \$400.00

Electrical Fee: \$100.00

Early Departure/Closing Fee: \$75.00 - **Payments MUST be on separate checks.** This fee WILL be returned to all booths that are open at closing time on Sunday at 5:00 p.m. The check will NOT be refunded to anyone who closes their booth before closing time at 5:00 p.m. on Sunday.

Please Read Carefully:

1. **The festival food court committee is responsible for space assignments.** Spaces will be assigned according to length, electrical needs and food items. Early arrival does not mean that you get to choose your space. If you park in a space other than the one assigned to you, you will be asked to move. If you refuse, you will be asked to leave the festival and will forfeit all fees. **No spaces will be assigned until registration fee & early departure fee is paid and proof of vendor liability insurance is received.** Submitting an application does not guarantee a vendor space. We are looking for a variety of foods but are limited on space. If your application isn't accepted, your check will be returned to you. The deadline for receipt of Registration Fee, Early Departure/Closing Fee AND proof of LIABILITY insurance is **3:30 p.m., Friday February 17, 2023, No exceptions!**

2. Failure to comply with the deadline date will result in your spot being offered to a vendor on the waiting list.
3. **No refunds** will be given after space is confirmed.

4. Please submit a menu for committee files. While there are no restrictions on menu items other than alcohol, the committee has observed that booths with new items or standard items prepared in new or different ways make more money. **Food items submitted on menu application MUST be available for sale at the festival!** Remember this is a MUSHROOM Festival. **All commercially-produced mushroom food items are STRONGLY encouraged! So be creative or serve original! All visitors come to eat mushrooms!**
5. The festival will not permit any food vendor to sell non-food items within the food court area.
6. Vendors will be expected to clean up their assigned area before leaving. Please bring a closable container to hold your grease. You are responsible for disposing of your own grease.
7. There will be no early departure. No vehicles will be permitted in the food court area before 5:00 p.m. on Sunday. **NO EXCEPTIONS! Please send a separate check for the Early Departure/Closing Fee for \$75.00. This should be a separate check made payable to Mountain Mushroom Festival. This check will not be deposited and will be returned to you at 5:00 p.m. if your booth is still open on Sunday. If you have shut down on Saturday or Sunday, this check will not be returned to you, and it will be deposited in Mountain Mushroom Festival funds.**
8. Vendors are responsible for paying their own sales tax, if applicable.
9. Vendors must have a valid current food permit from our local Health Department. (They will inspect you and issue the permit after you have set up).
10. All vendors are responsible for providing their own shelter, a heavy-duty extension cord for hook-up, water hose, fire extinguisher, spill absorbent for grease spills, and any other items mandated by the Health Department and/or the Fire Department.
11. There will be no ice supplied by the festival organizers.
12. **All vendors MUST submit a copy of vendor liability insurance coverage with application. This is a separate policy from vehicle/homeowners. **MANDATORY FOR 2023!!** All food vendors must carry a minimum food vendor insurance liability coverage of \$500,000.**
13. No generators are to be operated during festival hours.
14. **Vendors are not allowed to access electrical junction boxes or meters at any time.**
15. There will be no assigned parking spaces for vendors' **extra** trucks or trailers.

Thanks for your interest in our 2023 Mountain Mushroom Festival. If you have any questions, please feel free to contact Brian Shobe at (606) 309-8864 or hornsriver1@gmail.com. The Food Court Committee will meet in February to finalize the food court area. You will be notified of your status, either by mail or email, after the food court is finalized. If for some reason your application isn't accepted, your checks will be mailed back to you, and you will be placed on a waiting list. You will be contacted if a space becomes available.

Looking forward to hearing from you,

**The Mountain Mushroom Festival Food Court Chairman,
Brian**

2023 MOUNTAIN MUSHROOM FESTIVAL
FOOD COURT APPLICATION

NAME: _____

ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

PHONE: (DAY) _____ (EVENING) _____

(CELL PHONE): _____

E-MAIL ADDRESS: _____

CONTACT PERSON: _____

MENU: (IF MORE ROOM IS NEEDED, PLEASE USE BACK OF THIS SHEET OR ATTACH MENU)

TRAILER SIZE, INCLUDING BUMPER & HITCH: _____

On which side is your service window located? Circle one: Left or Right

If additional room is needed for entry and access, please include. THIS IS VERY IMPORTANT FOR GETTING THE FOOD COURT ORGANIZED!

On which date will you be arriving? Circle one. Thursday, Apr 27 at 4:00pm or Friday Apr 28 at 4:00pm

ELECTRICAL NEEDS: Circle all that apply: 110 V 220 V

Amperage – Circle one: 20 30 60

I understand that I am required to arrive on Thursday April 27 at 4:00pm or Friday April 28, at 4:00pm at the Estill Springs Elementary School to await instructions for set up.

Mail completed registration form, proof of vendor liability insurance & 2 checks (and/or money orders). **Please remember to send 2 separate checks, one for Registration Fee and one for Departure/Early Closing fee. (DO NOT SEND CASH).** Mail payments to: Mt. Mushroom Festival Food Court, Attn: Francine Bonny, 101 Chestnut St., Irvine, KY 40336. Any nonsufficient funds check returned to us will automatically disqualify you from getting a food vendor space. You will be responsible for any bank fees incurred due to insufficient funds checks. Make both checks payable to Mountain Mushroom Festival.

Disclaimer: I understand that there are inherent risks involved in participating in this festival; and we do hereby waive, release, absolve, indemnify, and agree to hold blameless the City of Irvine, and festival organizers/volunteers, supervisors, participants, and staff personnel. Please sign & date below.

Date: _____ Signature: _____

Office use: Date registration received _____ Cash or check/money order _____ Selection committee approval: yes _____ no _____