

APPLICATION FOR COMMERCIAL SPACE

OZARK EMPIRE FAIR

FAIR DATES: JULY 28, 2022 thru AUGUST 6, 2022

3001 N. Grant
Springfield, MO 65803
Phone: 417-833-2660
Fax: 417-833-3769

PLEASE READ COMMERCIAL EXHIBITORS HANDBOOK
BEFORE COMPLETING APPLICATION

www.ozarkempirefair.com

For Complete Commercial Exhibitors Handbook, go to: www.ozarkempirefair.com

INSIDE	OUTSIDE – NON FOOD	OUTSIDE - FOOD
<p><u>Cost:</u> Payment schedule-1/2 with signed contract and balance due March 31, 2020. We will accept applications up until July 20th, 2020. But only with full payment upon receipt of contract.</p> <p>10'x10' Static Booth* = \$800.00 10'X10' Corner* = \$600.00 10'X10' = \$500.00 *Limited number available **\$450.00 for each additional 10x10 booth</p>	<p><u>Cost:</u> Payment schedule-1/2 with signed contract and balance due March 31, 2020. We will accept applications up until July 20th, 2020. But only with full payment upon receipt of contract.</p> <p><u>\$55.00 per linear front foot</u> (depths vary)</p>	<p><u>Cost:</u> Payment schedule-1/2 with signed contract and balance of DEPOSIT due March 31, 2020. We will accept applications up until July 20th, 2020. But only with full payment upon receipt of contract.</p> <p>\$500 non-refundable deposit per 20 ft. width by 10 ft. depth, larger booth must be approved.</p> <p><u>19% of gross daily sales, no per square foot charge.</u></p> <p><i>Food vendors must operate in accordance with the Springfield-Greene County Health Department Guidelines.</i></p>
<p><u>Tickets:</u> Contract includes 20 entry tickets and 2 season parking permits. Additional tickets may be purchased at a discounted price. <i>*Static Booths Receive 10 entry tickets and 1 season parking pass.</i></p>	<p><u>Tickets:</u> Contract includes 20 vendor entry and 2 parking passes. <i>Additional tickets may be purchased at a discounted price.</i></p>	<p>Tickets: Contract for full-line food and drink includes 30 admission tickets and 2 season parking permit. <i>Additional tickets may be purchased at a discounted price.</i></p>
<p><u>Electricity:</u> Access to one 110v, 20-amp outlet is included. You are responsible for extension cord to outlet (plan on 20'). Complete and return Electric Order Form.</p>	<p><u>Electricity:</u> <i>Electricity is additional cost.</i> Complete and return Electric Order Form. It is the responsibility of the exhibitor to provide a cord to the electric location.</p>	<p><u>Electricity:</u> <i>Electricity is additional cost.</i> Complete and return Electric Order Form. It is the responsibility of the exhibitor to provide a cord to the electric location.</p>
<p>Booths have 8' back curtain and 3' side curtains. All items in booth taller than 3' MUST be kept in BACK ½ of booth.</p>	<p>Tent rental is not included. <i>*Must have certificate for fire rating required by fire marshal and appropriate size fire extinguisher mounted at exit. Must comply with all city and county codes.</i></p>	<p><i>Space size must be large enough to <u>entirely</u> contain trailer with hitch and with window covers open.</i></p>

YOUR RESPONSIBILITIES:

- Be familiar with and follow rules in Commercial Exhibitor Handbook.** (It is online and a copy can be downloaded from the web-site, www.ozarkempirefair.com). **These rules will be enforced.**
- Staff your booth every day during the hours listed in Handbook.
- Extension cords must be in good repair.
- Provide your tables, chairs, carpet, booth decorations, etc.
- Everything in booth must be within space allotted. Display and personnel can NOT be in aisles.
- Trash pick-up within your booth. (Food; proper disposal of food waste and grease.)
- Follow set-up and tear-down times as listed in Handbook.
- Outside: night lighting of your space and customer safety in marking obstructions such as tent stakes, ropes, trailer hitches, etc.
- Repair damages to ground surface (such as tent stake holes) or inside curtains.
- A list of tent vendors will be provided to all outside exhibitors. It is your responsibility to coordinate with the tent vendor. Space size must be large enough to entirely contain tent and stakes. Allow **FOUR FEET** on all sides of tent in addition to tent size.

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THIS IS NOT A CONTRACT! DO NOT SEND MONEY!

PART A: Must be completed by ALL applicants.

Company Name: _____

Contact: _____ Day Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

PART B:

Purpose of booth: ___Display ONLY ___Sales. Describe items to be sold and/or displayed. Be specific!!

If a contract is written, it will be based on this information. Please use the back of this form if there is not enough room to list all items to be sold. **NO CHANGES WILL BE ACCEPTED!**

PART C:

References: Have you exhibited at other fairs? ___Yes ___No. List three fairs, festivals or trade shows in which you have participated. (If you haven't done a show, list business or personal references.)

Fairs, Festivals, etc.	Phone Number	Contact Person

PART D: IMPORTANT!!

I have read the materials provided including the Commercial Exhibitor's Handbook and understand that this is an application **ONLY** and that acceptance of this application is **NO** guarantee of a contract for space will be issued. **IF I am offered a contract, I agree to adhere to all rules and regulations designated in the Commercial Exhibitor's Handbook.**

Signed: _____ Date: _____

Print Name: _____

PART E: Attach a photo here of booth set-up only. Photo should show what a visitor would see from the aisle.

****PHOTOS WILL NOT BE RETURNED!!****

