

2024 Ozark Spring Roundup

March 22 - 24, 2024

Ozark Empire Fairgrounds

Booth Furniture and Equipment Rental Form

NO RENTED MERCHANDISE WILL BE DELIVERED WITHOUT ADVANCE PAYMENT. EQUIPMENT ORDERED AFTER THE DEADLINE WILL BE SUBJECT TO A

10% or \$10.00 SURCHARGE (whichever is higher)

Orders must be received by 3/8/2024

Dear Exhibitor,

The Ozark Empire Fairgrounds & Events Center is pleased to handle all of your rental needs for the 2024 Ozark Spring Roundup. On the following forms you will find an array of rental options that we have available. If you cannot find an item that you require, please contact us and we will be happy to accommodate all of your rental needs.

Please contact Tori Mitchell at 417.833.2660 or email at tori@ozarkempirefair.com

Booth Furniture Rental				Floor Rental			
Item	Price	Quantity	Total \$	Item	Price	Quantity	Total \$
Tables				Black Rubber			
5' x 24" Table	\$16.00	_____	_____	Comfort Mat (4' x 6')	\$10.00	_____	_____
5' x 24" Skirted Table	\$26.00	_____	_____	Plush Carpet (9' x 10')	\$90.00	_____	_____
6' x 24" Table	\$16.00	_____	_____	Select Carpet Color:		Gray	Blue
6' x 24" Skirted Table	\$26.00	_____	_____	Carpet Pad (9' x 10')	\$50.00	_____	_____
6' x 30" Table	\$16.00	_____	_____	Plastic Covering	\$40.00	_____	_____
6' x 30" Skirted Table	\$26.00	_____	_____	Total Floor Rental: _____			
8' x 24" Table	\$16.00	_____	_____	Please copy the total to ORDER RECAP on page 2			
8' x 24" Skirted Table	\$26.00	_____	_____	Audio/Visual Equipment Rental			
8' x 30" Table	\$11.00	_____	_____	Subject to availability			
8' x 30" Skirted Table	\$21.00	_____	_____	Item	Price	Quantity	Total \$
Add \$11/Table to make 40" Tall Tables				32" LCD TV	\$110.00	_____	_____
Number of Tall Tables		_____	_____	42" LCD TV	\$135.00	_____	_____
Size of Tall Tables		_____	_____	55" LCD TV	\$160.00	_____	_____
Cocktail/Pub Table	\$36.00	_____	_____	DVD Player	\$40.00	_____	_____
Cocktail Table Skirted	\$46.00	_____	_____	Laptop CPU	\$110.00	_____	_____
Chairs				Total Audio/Visual Rental: _____			
McCourt Folding	\$2.00	_____	_____	Please copy the total to ORDER RECAP on page 2			
Metal Hercules	\$2.00	_____	_____	Display Labor			
Director Chair	\$16.00	_____	_____	Price for display labor is \$45 per man/hour. Min. \$90			
40" Director Chair	\$18.00	_____	_____	Number of Men Required: _____			
Misc.				Estimated Hours Per Man: _____			
Wooden Easel	\$8.50	_____	_____	Total Hours (# of Men x Hours Per Man): _____			
Extra Pipe or Drape*	\$3.00/ft	_____	_____	Total Estimated Price (Total Hours x \$45.00): _____			
*6' Minimum				Please copy the total to ORDER RECAP on page 2			
Total Booth Furniture Rental: _____							
Please copy the total to ORDER RECAP on page 2							

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EQUIPMENT ORDERED AFTER THE DEADLINE WILL BE SUBJECT TO A

10% of \$10.00 SURCHARGE (whichever is higher).

Orders must be received by 3/8/2024

Material Handling

Incoming Freight Information

Company Name or Contact Person: _____ Booth #: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Number of Pieces: _____ Shipper: _____

Outgoing Freight Information (Ship to)

Company Name or Contact Person: _____ Booth #: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Number of Pieces: _____ Shipper: _____

Material Handling Rates and Information

Warehouse freight service includes: Storage up to thirty days before the show, delivery to your booth, storage of empties during show, and outgoing material handling from the show. The rates are \$46.00 per hundredweight with a minimum of \$46.00. All outgoing freight will be sent freight collect, or c.o.d. (if being sent UPS).

Weight of Shipment (Rounded up to next hundred): _____

x 0.46

Material Handling Cost: _____

Please copy the total to ORDER RECAP on page 2

Order Recap

Category	Total \$
Booth Furniture Rental	_____
Floor Rental	_____
Audio/Visual Equipment Rental	_____
Display Labor	_____
Material Handling	_____
<u>\$3.00 Credit Card Surcharge</u>	_____
<u>10% or \$10.00 LATE FEE (After 3/8/2024)</u> (whichever is higher)	_____
Total of All Services & Fees:	_____

Company Name: _____

Contact Person: _____ Booth #: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax or Email: _____

Method of Payment: Check #: _____ Credit Card: _____ (Visa, Mastercard, American Express or Discover)

**All Credit Card Payments Will be
Charged a \$3.00 Service Fee**

Credit Card Number: _____

Exp. Date: _____ Security Code: _____

Authorized Signature: _____

Orders & Payments may be remitted via:

1. Email to tori@ozarkempirefair.com
2. Fax to Tori Mitchell @ 417.833.3769
3. Mailed to: Ozark Empire Fair Attn. Tori
3001 N. Grant Ave.
Springfield, MO 65803