

APPLICATION FOR COMMERCIAL SPACE

OZARK EMPIRE FAIR

FAIR DATES: JULY 25, 2024 thru AUGUST 3, 2024

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, 2024. We will accept applications up until July 1st, 2024. But only with full payment upon receipt of contract.</p> <p>10’X10’ Corner* = \$625.00 10’X10’ = \$525.00 *Limited number available</p> <p>\$450.00 for each additional 10x10 booth space</p>	<p><u>Cost:</u> Payment schedule-1/2 with signed contract and balance due March 31, 2024. We will accept applications up until July 1st, 2024. But only with full payment upon receipt of contract.</p> <p><u>\$60.00 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, 2024. We will accept applications up until July 1st, 2024. 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. <i>Additional tickets may be purchased at a discounted price.</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><u>Tickets:</u> 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’).</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. *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.</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!!****

PART F: MUST BE COMPLETED BY APPLICANT FOR INSIDE SPACE.

Booth Size Preference, corner booths are not guaranteed:

10'X10' Corner	Additional 10'X10' next to corner	
10'X10'	Number of booths	
10'X8'	Number of booths	

PART G: MUST BE COMPLETED BY APPLICANT FOR OUTSIDE SPACE. (NON-FOOD)

Size: Minimum Size: _____ front X _____ depth
Maximum Size: _____ front X _____ depth

Will you need electricity? ___ YES ___ NO

Will you use a trailer? ___ YES ___ NO

Height _____ Length _____ Width with sides open _____

Will you use a tent? ___ YES ___ NO Rent or Own? _____

PART H: MUST BE COMPLETED BY APPLICANTS FOR OUTSIDE FOOD SPACE.

Food vendors MUST operate in accordance with Springfield-Greene County Health Department Guidelines.

1. Have you operated a temporary food service concession in Springfield or Greene County? ___ Yes _ NO

2. Trailer Dimensions:

Height _____ Length including hitch, if fixed: _____

Width with sides up for operation: _____ End window service? ___ YES ___ NO _____

(If yes, include overall length with service window up in length calculation above.)

3. You will be required to limit your menu to specific items. Please indicate menu below for approval.

Menu: List **COMPLETE** menu. If contract is written, it will be based on this menu.

NO CHANGES WILL BE ALLOWED.

ITEM	SIZE	PRICE

OFFICE USE ONLY	Contract Issued? ___ YES ___ NO
Date Received: _____	Response Y Mailed _____
Receipt Notice: _____	Response N Mailed _____