**APPLICATION FOR COMMERCIAL SPACE**

**FAIR DATES-JULY 26, 2018 - AUGUST 4, 2018**

**PLEASE READ COMMERCIAL EXHIBITORS HANDBOOK BEFORE COMPLETING APPLICATION**

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

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**INSIDE** | **OUTSIDE – NON FOOD** | **OUTSIDE - FOOD**
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**Cost:** Payment schedule-1/2 with signed contract and balance due March 31, 2018. We will still accept applications up until July 20th, 2018. Full payment will be due upon receipt of contract. | **Cost:** Payment schedule-1/2 with signed contract and balance due March 31, 2018. We will still accept applications up until July 20th, 2018. Full payment will be due upon receipt of contract. | **Cost:** Payment schedule-1/2 with signed contract and balance of DEPOSIT due March 31, 2018. We will still accept applications up until July 20th, 2018. Full payment will be due upon receipt of contract. |
10’x10’ Static Booth* = $800.00 10’X10’ corner = $550.00 10’X10’ = $498.00 *Limited number available **$465.00 for each additional booth | **Tickets:** Contract cost includes 20 entry tickets and 2 season parking permits. Additional tickets may be purchased at a discounted price. *Static Booths Receive 2 entry tickets and 2 day parking passes. | **Tickets:** Contract cost includes 2 vendor entry/parking passes. Additional tickets may be purchased at a discounted price. |
**Electricity:** 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. | **Electricity:** Electricity is additional cost. Complete and return Electric Order Form. It is the responsibility of the exhibitor to provide a cord to the electric location. | **Electricity:** Electricity is additional cost. Complete and return Electric Order Form. It is the responsibility of the exhibitor to provide a cord to the electric location. |
Booths have 8’ back curtain and 3’ side curtains. **All items in booth taller than 3’ MUST be kept in BACK ½ of booth.** | Tent rental is not included. *Must have certificate for fire rating required by fire marshall and appropriate size fire extinguisher mounted at exit. Must comply with all city and county codes. | Space size must be large enough to **entirely** contain trailer with hitch and with window covers open. |

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**YOUR RESPONSIBILITIES:**

1. 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.
2. Staff your booth every day during the hours listed in Handbook.
3. Extension cords must be in good repair.
4. Provide your tables, chairs, carpet, booth decorations, etc.
5. Everything in booth must be within space allotted. Display and personnel can NOT be in aisles.
6. Trash pick-up within your booth. (Food; proper disposal of food waste and grease.)
7. Set-up and tear-down times as listed in Handbook.
8. Outside: night lighting of your space and customer safety in marking obstructions such as tent stakes, ropes, trailer hitches, etc.
9. Repair damages to ground surface (such as tent stake holes) or inside curtains.
10. 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.)

<table>
<thead>
<tr>
<th>Fairs, Festivals, etc.</th>
<th>Phone Number</th>
<th>Contact Person</th>
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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:

<table>
<thead>
<tr>
<th>10’X10’ Corner</th>
<th>Additional 10’X10’ next to corner</th>
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<tbody>
<tr>
<td>10’X10’</td>
<td>Number of booths</td>
</tr>
<tr>
<td>10’X8’</td>
<td>Number of booths</td>
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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.

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OFFICE USE ONLY
Date Received:_________________________
Receipt Notice:_________________________
Contract Issued? ___ YES ___ NO
Response Y Mailed_____________________  Response N Mailed____________________