

2019 Ozark Fall Farmfest

October 4-6, 2019

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**

\$10.00 SURCHARGE

Orders must be received by 9/27/2019

Dear Exhibitor,

The Ozark Empire Fairgrounds & Events Center is pleased to handle all of your rental needs for the 2019 Ozark Fall Farmfest. 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 would be happy to accommodate all of your rental needs.

Please contact Vallory Smeltser at 417.833.2660 or email at vallory@ozarkempirefair.com

Booth Furniture Rental

Item	Price	Quantity	Total \$
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Tables

5' x 24" Table	\$15.00	_____	_____
5' x 24" Skirted Table	\$25.00	_____	_____
6' x 24" Table	\$15.00	_____	_____
6' x 24" Skirted Table	\$25.00	_____	_____
6' x 30" Table	\$15.00	_____	_____
6' x 30" Skirted Table	\$25.00	_____	_____
8' x 24" Table	\$15.00	_____	_____
8' x 24" Skirted Table	\$25.00	_____	_____
8' x 30" Table	\$10.00	_____	_____
8' x 30" Skirted Table	\$20.00	_____	_____

Add \$10/Table to make 40" Tall Tables

Number of Tall Tables _____

Size of Tall Tables _____

Cocktail/Pub Table \$35.00 _____

Cocktail Table Skirted \$45.00 _____

Chairs

McCourt Folding	\$1.50	_____	_____
Metal Hercules	\$1.50	_____	_____
Director Chair	\$15.00	_____	_____
40" Director Chair	\$17.00	_____	_____

Misc.

Wooden Easel	\$7.50	_____	_____
Extra Pipe or Drape	\$	_____	_____

Total Booth Furniture Rental: _____

Floor Rental

Carpet Orders due September 20

Item	Price	Quantity	Total \$
Black Rubber			
Comfort Mat (4' x 6')	\$10.00	_____	_____
Plush Carpet (9' x 10')	\$90.00	_____	_____
Select Carpet Color:		Gray	Blue
Carpet Pad (9' x 10')	\$50.00	_____	_____
Plastic Covering	\$40.00	_____	_____
Total Floor Rental:			_____

Audio/Visual Equipment Rental

Subject to availability

Item	Price	Quantity	Total \$
32" LCD TV	\$100.00	_____	_____
42" LCD TV	\$125.00	_____	_____
55" LCD TV	\$150.00	_____	_____
DVD Player	\$30.00	_____	_____
Laptop CPU	\$100.00	_____	_____

Total Audio/Visual Rental: _____

Display Labor

Price for display labor is \$40 per man/hour. Min. \$80

Number of Men Required: _____

Estimated Hours Per Man: _____

Total Hours (# of Men x Hours Per Man): _____

Total Estimated Price (Total Hours x \$40.00): _____

Company: _____ Hall: _____ Booth Number: _____

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EQUIPMENT ORDERED AFTER THE DEADLINE WILL BE SUBJECT TO A

\$10.00 SURCHARGE.

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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: _____

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>\$10.00 LATE FEE (After September 27,2019)</u>	_____
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, 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 vally@ozarkempirefair.com
2. Fax to Vallery Smeltser @ 417.833.3769
3. Mailed to: Ozark Empire Fair Attn. Vallery
3001 N. Grant Ave.
Springfield, MO 65803