

# 2018 Ozark Fall Farmfest

October 5-7, 2018

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 9/28/2018**

Dear Exhibitor,

The Ozark Empire Fairgrounds & Events Center is pleased to handle all of your rental needs for the 2018 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 Cassie Reid at 417.833.2660 or email at [cassie@ozarkempirefair.com](mailto:cassie@ozarkempirefair.com).

## Booth Furniture Rental

Item	Price	Quantity	Total \$
<b>Tables</b>			
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	_____	_____
<b>Chairs</b>			
McCourt Folding	\$1.50	_____	_____
Metal Hercules	\$1.50	_____	_____
Director Chair	\$15.00	_____	_____
40" Director Chair	\$17.00	_____	_____
<b>Misc.</b>			
Wooden Easel	\$7.50	_____	_____
Extra Pipe or Drape	\$	_____	_____
<b>Total Booth Furniture Rental:</b>			
Please copy the above total to ORDER RECAP on page 2			

## Floor Rental

### Carpet Orders due September 21

Item	Price	Quantity	Total \$
<b>Black Rubber</b>			
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	_____	_____
<b>Total Floor Rental:</b>			
Please copy the total to ORDER RECAP on page 2			

## 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	_____	_____
<b>Total Audio/Visual Rental:</b>			
Please copy the total to ORDER RECAP on page 2			

## 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):	_____
<b>Total Estimated Price (Total Hours x \$40.00):</b>	_____
Please copy the total to ORDER RECAP on page 2	

# 2018 Ozark Fall Farmfest

**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: \_\_\_\_\_

Please copy the above total to ORDER RECAP Below

## Order Recap

Category	Total \$
<b>Booth Furniture Rental</b>	_____
<b>Floor Rental</b>	_____
<b>Audio/Visual Equipment Rental</b>	_____
<b>Display Labor</b>	_____
<b>Material Handling</b>	_____
<b><u>\$3.00 Credit Card Surcharge</u></b>	_____
<b><u>\$10.00 LATE FEE (After September 28, 2018)</u></b>	_____
<b>Total of All Services &amp; Fees:</b>	_____

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 [Cassie@ozarkempirefair.com](mailto:Cassie@ozarkempirefair.com)
2. Fax to Cassie Reid @ 417.833.3769
3. Mailed to: Ozark Empire Fair Attn. Cassie  
3001 N. Grant Ave.  
Springfield, MO 65803