

2022 Four State Farm Show

May 20-22, 2022

Pittsburg State University | Pittsburg, KS

Indoor 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 5/6/2022

Dear Exhibitor,

The Ozark Empire Fairgrounds & Events Center is pleased to handle all of your indoor rental needs for the 2022 Four State Farm Show. 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 indoor rental needs.

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

Booth Furniture Rental

Item	Price	Quantity	Total \$
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*	\$2.00/ft	_____	_____
*6' Minimum			
Total Booth Furniture Rental:			_____
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	_____	_____

Total Audio/Visual Rental: _____

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): _____

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

Please copy the total to ORDER RECAP on page 2

Company Information

Company Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Booth Location: _____

Booth Number: _____

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EQUIPMENT ORDERED AFTER THE DEADLINE WILL BE SUBJECT TO A

\$10.00 SURCHARGE.

Orders must be received by 5/6/2022

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	_____
Audio/Visual Equipment Rental	_____
Display Labor	_____
Material Handling	_____
<u>\$3.00 Credit Card Surcharge</u>	_____
<u>\$10.00 LATE FEE (After May 6, 2022)</u>	_____
Total of All Services & Fees:	_____

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: _____ Expiration Date: _____ Security Code: _____

Authorized Signature: _____

Orders & Payments may be remitted via:

Email to tori@ozarkempirefair.com | Fax to Tori Mitchell @ 417.833.3769

Mailed to: Ozark Empire Fair Attn. Tori

3001 N. Grant Ave.

Springfield, MO 65803