

# 2023 Four State Farm Show

May 19-21, 2023

Pittsburg State University | Pittsburg, KS

## 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% or \$10.00 SURCHARGE (whichever is higher)**

**Orders must be received by 5/5/2023**

Dear Exhibitor,

The Ozark Empire Fairgrounds & Events Center is pleased to handle all of your rental needs for the 2023 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 rental needs.

**Please contact Tori Mitchell at 417.833.2660 or email at [tori@ozarkempirefair.com](mailto:tori@ozarkempirefair.com)**

### Booth Furniture Rental

Item	Price	Quantity	Total \$
<b>Tables</b>			
5' x 24" Table	\$16.00	_____	_____
5' x 24" Skirted Table	\$26.00	_____	_____
6' x 24" Table	\$16.00	_____	_____
6' x 24" Skirted Table	\$26.00	_____	_____
6' x 30" Table	\$16.00	_____	_____
6' x 30" Skirted Table	\$26.00	_____	_____
8' x 24" Table	\$16.00	_____	_____
8' x 24" Skirted Table	\$26.00	_____	_____
8' x 30" Table	\$11.00	_____	_____
8' x 30" Skirted Table	\$21.00	_____	_____
Add \$11/Table to make 40" Tall Tables			
Number of Tall Tables		_____	_____
Size of Tall Tables		_____	_____
Cocktail/Pub Table	\$36.00	_____	_____
Cocktail Table Skirted	\$46.00	_____	_____
<b>Chairs</b>			
McCourt Folding	\$2.00	_____	_____
Metal Hercules	\$2.00	_____	_____
Director Chair	\$16.00	_____	_____
40" Director Chair	\$18.00	_____	_____
<b>Misc.</b>			
Wooden Easel	\$8.50	_____	_____
Extra Pipe or Drape*	\$3.00/ft	_____	_____
*6' Minimum			
<b>Total Booth Furniture 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	\$110.00	_____	_____
42" LCD TV	\$135.00	_____	_____
55" LCD TV	\$160.00	_____	_____
DVD Player	\$40.00	_____	_____
Laptop CPU	\$110.00	_____	_____
<b>Total Audio/Visual Rental:</b>			_____
Please copy the total to ORDER RECAP on page 2			

### Display Labor

Price for display labor is \$45 per man/hour. Min. \$90

Number of Men Required: \_\_\_\_\_  
 Estimated Hours Per Man: \_\_\_\_\_  
 Total Hours (# of Men x Hours Per Man): \_\_\_\_\_

**Total Estimated Price (Total Hours x \$45.00):** \_\_\_\_\_

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: \_\_\_\_\_

# 2023 Four State Farm Show

EQUIPMENT ORDERED AFTER THE DEADLINE WILL BE SUBJECT TO A

**10% of \$10.00 SURCHARGE (whichever is higher).**

**Orders must be received by 5/5/2023**

## 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 \$50.00 per hundredweight with a minimum of \$50.00. 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 0.50

Material Handling Cost: \_\_\_\_\_

## Order Recap

Category	Total \$
Booth Furniture Rental	_____
Audio/Visual Equipment Rental Display Labor	_____
Material Handling	_____
<b><u>\$3.00 Credit Card Surcharge</u></b>	_____
<b><u>10% or \$10.00 LATE FEE (After May 5, 2023)</u></b> <b><u>(whichever is higher)</u></b>	_____
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](mailto:tori@ozarkempirefair.com) | Fax to Tori Mitchell @ 417.833.3769

Mailed to: Ozark Empire Fair Attn. Tori

3001 N. Grant Ave.

Springfield, MO 65803