



SHOW INFO...

**Please Find Enclosed In This Packet 2023 Show Information
Including Booth Space Contracts & A Show Map**

**EXHIBIT SPACE IS NOW OPEN TO NEW EXHIBITORS
ON A FIRST COME - FIRST SERVE BASIS**

Both indoor and outdoor booth space is available. Please examine the enclosed show map to get a general idea of your preferred exhibit location.

Please contact the Show Manager, Lance Markley at 620-423-2355, lance@ozarkempirefair.com or Libby Reavis at 417-833-2660, libby@ozarkempirefair.com to determine booth availability.

- **LIABILITY INSURANCE** – A Certificate of Liability Insurance with \$1,000,000 minimum coverage is required from ALL 2023 Farm Show exhibitors naming Pittsburg State University and Greene County Agricultural & Mechanical Society dba Ozark Empire Fair, Four State Farm Show as additional insured. **Show coverage may be provided by your insurance provider OR is available through the Ozark Empire Fair for an \$85.00 fee. Please contact Tori Mitchell at 417-833-2660 for information.**
- **ATVs & UTVs** – The use of ATVs or UTVs for transportation on show grounds by exhibitors or spectators prior to, during or after the show is prohibited. These units are for stationary display purposes only, on booth space rented by show exhibitors. Golf carts are allowed and must be rented from the show supplier.
- **PLASTER CENTER INDOOR BOOTH UNLOAD** – For 2023 we will again have a non-mandatory assigned unload time for indoor exhibitors. The daily assignments will run Monday through Thursday based on exhibitor proximity to Pittsburg, KS and volume of booth space contents to be unloaded. Although not required to follow assigned days, doing so should result in much quicker and smoother unload times. Exhibitors will enter the South overhead door, pull in and unload, and then exit the North overhead door. We will have several staff members on hand to assist in unloading and transporting items to booths. An additional unloading door is available on the Northwest corner of the Plaster Center. Forklift items will continue to be unloaded outside. Exhibitors will be notified of their unloading day assignments by April 20, 2023.
- **SETUP & TEAR DOWN** – Setup hours are from 8:00 a.m. - 6:00 p.m. on Monday, Tuesday, Wednesday and Thursday of show week. Forklift service will be available beginning at 8:00 a.m. Monday, May 15 (\$15.00 minimum charge) and continue through 5:00 p.m. Tuesday, May 23. All exhibits must be in place by 6:00 p.m. Thursday, May 18. As another event directly follows the Four State Farm Show, all inside booths must be removed by 12:00 noon Tuesday, May 23 and all outside booths by 5:00 p.m. Wednesday, May 24. No exceptions.