

# Contract for June 2020

## Springfield Metaphysical Fair

Dates: Friday, June. 26th - Saturday, June 27th & Sunday, June 28th, 2020

### Location

Venue: Relics Event Center

2015 West Battlefield Road, Suite E

Springfield, MO 65807

Friday, June 26, 2020

Saturday, June 27, 2020

Sunday, June 28, 2020

8:00 am – 1:00 pm, Booth Set Up

9:00 am – 10:00 am Booth Set Up

9:00 am – 10:00 am Booth Set Up

1:00 pm – 7:00 pm, Fair Open

10:00 am – 7:00 pm, Fair Open

10:00 am – 4:00 pm, Fair Open

4:00 pm – 8:00 pm, Break Down

Vendor Name:

Business Name:

Address:

Phone Number:

Email Address:

I will need electricity and will provide my own power cord: Yes No Please circle.

**I will need a table: Yes No Please circle.**

Please describe your products and or services:

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\_\_\_\_\_ I want to give a free presentation/lecture

Title of Presentation \_\_\_\_\_

Topic of Presentation \_\_\_\_\_

Presentations are for 45 minutes.

All booths must be manned and active throughout the Fair. **\*\*Only 2 Vendors per Booth, if you are bringing in more than 2 Vendors to man your booth, they MUST BE PAID ADMISSIONS!\*\*** Vendors are welcome to bring in more than two individuals to work their booth, but each additional person must be a paid admission.

The Fair Committee will provide location, table and chairs, advertisement for the Event, electricity. You will want to bring any additional décor for your booth. All product and service advertisement, banners, signage must be free standing and not attached to walls, doors, or floors. These types of materials must be kept within your allotted booth space.

**\*NO BANNERS OR ANY SIGNAGE MATERIAL OF ANY KIND IS ALLOWED TO BE PUT ON THE WALLS, DOORS, OR FLOORS. \***

You are responsible for collecting money for your services and or products including being financially responsible for any damages that may occur. All participants who are participating as Vendors must have a current Springfield City business license or a temporary Springfield business license. **Please have this taken care of before the event.** Temp. license good for 30 days. This can be done online.

<http://www.springfieldmo.gov/2171/Business-License-Applications>

**Discounted Rate!! \$160.00 per 8ft x 5ft space – Limited time Special.**

There must be only one responsible party for each Booth. Anyone who is at your Booth will be considered a Business Partner or your employee. **There is no sharing of booths.** Each business must have their own booth. **Only 2 people may be at each booth and must be designated at the beginning of the Fair, any additional persons manning the booth must pay admission.**

An 8x5 ft booth includes an 8 ft table and 2 chairs, (8x5 space). If purchasing more than one booth you would receive the corresponding number of tables and chairs. Electricity provided if needed. Please bring your own extension cord, blue painter's tape, and power strip.

**When purchasing single or multiple booths, we cannot guarantee how the booths will be arranged or where they will be located. We will attempt to honor your arrangement request, but we cannot guarantee booth arrangements or locations due to limited space.**

**Cancellation Policy - There are no cash or credit refunds for any cancellations and booths are nontransferable to a future date**

**and cannot be transferred or sold to another person or business.**

If you would like to supply a Bio for yourself and pictures, please send to [theselfdiscoverycenter@gmail.com](mailto:theselfdiscoverycenter@gmail.com)

Please add [theselfdiscoverycenter@gmail.com](mailto:theselfdiscoverycenter@gmail.com) to your email contact list to make sure you receive our updates, because we send out our correspondence through emails.

If you have any questions or concerns, please call or text to (417) 894-2577 or email [theselfdiscoverycenter@gmail.com](mailto:theselfdiscoverycenter@gmail.com)

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## **Participant Information and Agreement Form**

Participants will be responsible for their table accessories, decorations, and set up, maintenance, and break down of their space.

**Please Check All Appropriate Boxes and Blank Spaces. Use N/A when not applicable. Copy and send the following pages with payment.**

\_\_\_\_\_ I have paid by Credit or Debit card at [www.theselfdiscoverycenter.com](http://www.theselfdiscoverycenter.com) or by phone. **By paying online you have agreed to all of the terms and conditions of this contract.** Please email a copy of your signed contract to [theselfdiscoverycenter@gmail.com](mailto:theselfdiscoverycenter@gmail.com)

### **I need : (please check one)**

Enter number of booths desired below:

\_\_\_\_\_ One Booth (8x5 foot space) **\$160.00** This is a Discount Rate.

\_\_\_\_\_ Number of booths (each 8x5 space) Enter the total number of booths and multiply that by \$160 (i.e. 2 = \$320.00 / 3 = \$480.00) **We cannot guarantee location or arrangement of booths.** Total for all booths ordered -

\_\_\_\_\_.

\_\_\_\_\_ I am paying by check or money order. (Payable to **Joseph Smith**, send to: Springfield Metaphysical Fair, 831 S Ferguson Ave, Springfield, MO 65806

I agree to be financially responsible for any damages caused by set up, ongoing maintenance during the Fair, and break down of my Booth at the Springfield Metaphysical Fair at Relics Event Center, 2015 W Battlefield Rd, Suite E, Springfield, MO 65807.

**NOTE: Booth fees are non-refundable and non-transferable.**

Contract must be signed and returned by mail or email with payment. Booth space is not confirmed until payment and contract are received.

Make checks or Money Orders payable to: **Joseph Smith**

Mail to: Springfield Metaphysical Fair, 831 S Ferguson Ave, Springfield, MO 65806

Send questions to: [theselfdiscoverycenter@gmail.com](mailto:theselfdiscoverycenter@gmail.com) or call or text to

(417) 894-2577

Disclaimer:

NIETHER THE RELICS EVENT CENTER OR THE PROMOTERS OF THE SPRINGFIELD METAPHYSICAL FAIR WILL BE RESPONSIBLE FOR LOST, STOLEN, BROKEN OR MISSING MERCHANDISE, ITEMS, PERSONAL BELONGINGS, OR ANYTHING ELSE YOU MIGHT BRING BEFORE, DURING, OR AFTER THE FAIR. PLEASE SUPERVISE YOUR BOOTH AT ALL TIMES. THE BUILDING WILL BE LOCKED BY 7:15 PM ON FRIDAY & SATURDAY EVENINGS AND WILL NOT BE UNLOCKED UNTIL SATURDAY & SUNDAY MORNING AT 9:00 AM, **THERE ARE NO EXCEPTIONS TO THIS RULE!** PLEASE DO NOT LEAVE ANYTHING YOU NEED (KEYS, PHONE, ETC...) IN THE BUILDING BECAUSE YOU WILL NOT BE ABLE TO ACCESS THEM UNTIL THE FOLLOWING MORNING! WE RESERVE THE RIGHT TO POSTPONE, CHANGE THE DATE, OR CHANGE THE VENUE OF THE SPRINGFIELD METAPHYSICAL FAIR AT ANY TIME AND FOR ANY REASON. THIS CONTRACT WILL REMAIN IN FORCE FOR THE NEW DATES AND VENUE. NO REFUNDS WILL BE ISSUED FOR POSTPONEMENT, CHANGE OF DATE, OR CHANGE OF VENUE.

I agree to all of the terms of this contract and will participate as a vendor at the Springfield Metaphysical Fair.

**Vendor Signature:**

X \_\_\_\_\_.

Date signed \_\_\_\_\_.