

# Contract for November 2019 Springfield Metaphysical Fair

Dates: Friday, Nov. 1st - Saturday, Nov. 2nd & Sunday, Nov. 3rd, 2019

## Location

Venue: Relics Event Center

2015 West Battlefield Road, Suite E

Springfield, MO 65807

Friday, Nov. 1, 2019

8:00 am – 1:00 pm, Booth Set Up

1:00 pm – 8:00 pm, Fair Open

Saturday, Nov. 2, 2019

9:00 am – 10:00 am Booth Set Up

10:00 am – 8:00 pm, Fair Open

Sunday, Nov 3, 2019

9:00 am – 10:00 am Booth Set Up

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 provide my own table and do not need one provided – Check if no table needed \_\_\_\_\_

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.

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 – This Special Ends after September 30, 2019. Payment must be received by this date.**

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.

An 8x5 ft booth includes an 8 ft table and 2 chairs if needed, (8x5 space). If purchasing more than one booth you would receive the corresponding number of tables and chairs. Electricity provided if needed.

**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.***

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** To receive Discount Rate - payment must be received and paid in full by September 30, 2019.

\_\_\_\_\_ 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 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 9:00 PM ON FRIDAY & SATURDAY EVENINGS AND WILL NOT BE UNLOCKED UNTIL SATURDAY & SUNDAY MORNING AT 9:00 AM.

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 \_\_\_\_\_.