

**Office use Only**

Vendor Name \_\_\_\_\_

Business Name \_\_\_\_\_

Payment Method \_\_\_\_\_

Date Received \_\_\_\_\_

Space/Number \_\_\_\_\_

## **Contract for May 2018 Springfield Metaphysical Fair**

Dates: Friday, May 11th & Saturday, May 12th, 2018

Location: Executive Conference Center – 910 Ballroom

910 West Battlefield Road

Springfield, MO 65807

Friday, May 11, 2018

9:00 am – 12:00 pm, Booth Set Up

12:00 pm – 8:00 pm, Metaphysical Fair

Saturday, May 12, 2018

9:00 am – 10:00 am Booth Set Up.

10:00 am – 6:00 pm, Metaphysical Fair

6:00 pm – 9:00 pm, Booth Break Down

All booths must be manned and active throughout the Fair.

The Fair Committee will provide location, tables and chairs, white table linens, advertisement for the Event, electricity, facility liability insurance, and beverages (water and coffee). You will want to bring any additional décor for your booth. We can provide table skirting for your booth for a \$30.00 fee if you need it.

You are responsible for collecting money for your services and or products. 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. <http://www.springfieldmo.gov/2171/Business-License-Applications> Scroll down to Group Sales Event Applications. This can be done online.

## **Booth Pricing: Sale – Special New Year’s Discount!**

**Pricing is for a booth for two days.**

Each booth (about a 8x5 area total with a 6 ft table) is **\$110.00** – this is a discount. Booths will be \$160 when fully priced after discount period expires. Early Bird Special!

There is no extra charge for electricity, please let us know if you need electricity.

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.

A 8x5 ft booth includes a 6 ft table and 2 chairs, (8x5 space), and table linen. If purchasing more than one booth you would receive the corresponding number of tables and chairs.

**When purchasing multiple booths, we cannot guarantee how the booths will be arranged. We will attempt to honor your arrangement request, but we cannot guarantee booth arrangements 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)

**PLEASE PRINT THE FOLLOWING TO SEND WITH YOUR PAYMENT TO CONFIRM YOUR BOOTH (Please note: Reservations are considered confirmed only after a signed Vendor Contract is received and the booth is paid for in full.)**

---

### **Participant Information and Agreement Form**

Participants will be responsible for their table accessories, decorations, and set up.

**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 a: (please check one)**

Enter number of booths desired below:

\_\_\_\_\_ One Booth (8x5 foot space) **\$110.00** Early sign up discount.

\_\_\_\_\_ Number of booths (each 8x5 space) Enter the total number of booths and multiply by \$110.00 (i.e. 2 = \$220.00 / 3 = \$330. **We cannot guarantee location or arrangement of booths.** Total for all booths ordered - \_\_\_\_\_

\_\_\_\_\_ I will bring my own extension cord and power strip as I will need Electricity (no charge).

\_\_\_\_\_ I will need skirting for my table (\$30.00 additional fee)

\_\_\_\_\_ I want to give a presentation/lecture (\$20.00 additional Fee)

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

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

Presentations are for 45 minutes.

\_\_\_\_\_ I am paying by check or money order. (Payable to **Joseph Smith**, send to: Springfield Metaphysical Fair, 837 S Ferguson Ave, Springfield, MO 65806

\_\_\_\_\_ I am paying at Website or by Phone.

Vendor Name (Please list only one person)

---

Name of your Company:

---

Please describe your products, services, or classes:

---

---

---

Contact information:

Vendor's Name -

---

Mailing Address:

---

---

Email Address:

---

Phone number:

---

I will be the only person responsible for my Booth.

I agree to all of the terms of this contract and will

participate as a vendor at the Springfield Metaphysical Fair on May 11 and May 12, 2018.

**There are no cash or credit refunds for any cancellations.**

**Vendor Signature:**

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

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

Please copy this signed agreement for your records.

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

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, 837 S Ferguson Ave, Springfield, MO 65806

Send questions to: [theselfdiscoverycenter@gmail.com](mailto:theselfdiscoverycenter@gmail.com) or text to (417) 894-2577

Disclaimer:

NIETHER THE EXECUTIVE CONFERENCE CENTER OR THE PROMOTERS OF THE SPRINGFIELD METAPHYSICAL FAIR WILL BE RESPONSIBLE FOR LOST 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 AT 9:00 PM ON FRIDAY EVENING AND WILL NOT BE UNLOCKED UNTIL SATURDAY MORNING AT 9:00 AM.