

www.ozarkempirefair.com

OZARK EMPIRE FAIR

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The Ozark Empire Fair has enjoyed many years of success. All of us must **work together** to offer patrons a fun, informative visit to the Fair.

Commercial exhibits are an important part of the Ozark Empire Fair experience for the whole family. No visit to the Fair would be complete without corndogs, cotton candy and other culinary delights from our food vendors. Fairgoers purchase t-shirts, jewelry and souvenirs, and take home ideas for future purchases.

Communication is the key! With hundreds of people working at the Fair, rules and regulations are necessary to insure everyone works together smoothly. This Handbook contains lots of information for Commercial Exhibitors. It's all important! We want your involvement with the Ozark Empire Fair to be successful and as uncomplicated as possible. So please read the entire Handbook carefully. Bring the Handbook with you to the Fair as a quick reference.

If you have questions, feel free to give us a call. We look forward to working with you at the Ozark Empire Fair!

COMMERCIAL EXHIBITOR

HANDBOOK Ozark Empire Fair

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CONTRACT REQUIREMENTS

An application for space must be received by the Ozark Empire Fair. When an invitation to sign a contract is offered, the following will be required:

1. The contract must be signed and returned by due date listed on contract.
2. A deposit of 50% of total contract cost must accompany signed contract and be returned by due date listed on contract.
3. If either of these conditions is not met, the Ozark Empire Fair will cancel the contract.
4. Contract balances are due June 1 on all contracts written before that date. If not paid, contract will be canceled and no refund of deposit will be made.
5. **Any contracts written after June 1 will require that the ENTIRE contract amount be paid upon issuance.**
6. **Cancellation of Booth Space** – No refunds will be made if an exhibitor cancels his booth space within 30 days of the Fair. For other cancellations, refund will be made only if the space is sold to another exhibitor. Cancellation before March 1 = 90% refund. Cancellation between March 1 and June 1 = 75% refund. Cancellation between June 1 and 30 days before the Fair opening = 50% refund
7. All rules and regulations as appear in the following terms of contract will be considered binding to both parties to the contract. (Copy of these rules follows.) Information in this Commercial Exhibitors Handbook will also be considered binding to both parties to the contract.
8. The Ozark Empire Fair reserves the right to cancel, at any time, all contracts made with exhibitors or concessionaires for the infraction of any rule or condition contained herein (in such case no refund will be made) and to cancel all contracts of whatever kind by public notice should an act of providence, such as war, national security concerns, riot, fire, flood, storm or pestilence prevent the holding of the fair.
9. The Ozark Empire Fair reserves the right to assess and collect fees of \$25 for payments made after due date for any reason.
10. The Ozark Empire Fair reserves the right to assess and collect a \$15 fee on all returned checks.

Terms of Contract

1. **Interpretation and Violation of Rules.** The Ozark Empire Fair reserves to its management the right to interpret the following rules and regulations and determine all matters pertaining thereto; also the right to amend or add such rules as its judgment might determine. Violation of any of these regulations shall cause forfeiture of all privileges, deposits, contracts and rights to further participation by the violator. This shall apply to all departments of the Ozark Empire Fair. In addition, the Second Party shall not only comply with the rules and regulations of the First Party, but will conform to the laws of the State of Missouri, County of Greene and City of Springfield having to do with gambling, intoxicating liquors, health and sanitation, building and electrical inspection and such other laws and ordinances having to do with operation of privilege granted herein and upon the premises of the First Party. The requirements of the Missouri State Bureau of Food and Drug Inspections, Division of Health, the Greene County and Springfield City Health Departments must be complied with in the operation of all booths selling, handling or sampling food products.
1. **Exhibitors Must Provide A Certificate of Comprehensive or Commercial Liability.** The Greene County Agricultural and Mechanical Society, Inc. (The Ozark Empire Fair), expressly refuses to

assume any liability for injuries to any person or damage to any property coming upon the grounds of the Ozark Empire Fair, and no claims for injury to any person or damage to property shall be asserted or suit instituted or maintained against the said Greene County Agricultural and Mechanical Society, Inc., its officers, agents or employees for said cause by any person having privilege to exhibit or license to operate on the Fairgrounds or occupying any space thereon, and it is a part of the consideration for each license or privilege granted by the Ozark Empire Fair that such claims for injury or damage are specifically waived. **Exhibitors are required to carry liability insurance in a minimum amount of \$1,000,000.00 per occurrence naming additional insured the Greene County Agricultural & Mechanical Society, dba Ozark Empire Fair. The City of Springfield and the Springfield-Greene County Park Board. Their agents, servants and employees are made additional insured, but only in so far as the operations under this contract concern. In all cases exhibitors are required to carry property insurance which insures their goods and exhibits against damage and loss.**

If any damage or injury or loss to persons or property shall be caused by reason of neglect or willful act of any person, firm or corporation, or their agents, representatives or employees, having license or permit to exhibit or operate a business or occupy space on the Ozark Empire Fairgrounds, the Greene County Agricultural and Mechanical Society, Inc., shall in no manner be responsible therefore, and in no case will be subjected to any expense or liability. All persons causing same or liable therefore shall indemnify the said Greene County Agricultural and Mechanical Society, Inc., at Springfield, Missouri.

2. **Operation Space.** Second Party shall confine his operation to the space allotted for his use and specified on the face of this contract and shall not tack or place advertising material or solicit business outside said confines.
3. **Ticketing. NEW!!!** Entrance gates to the fairgrounds will open to the public at 11 a.m. *E*Plex closes at 8 pm the last Sunday.* Service entrances will remain open 24 hours daily. Every person entering the fairgrounds must have a ticket or pay admission.
4. **Subleasing of Space.** Under no circumstances shall Second Party sublease all or any parts of the space or privilege allotted by First Party, nor permit any other party to exhibit therein nor allow any representative of any firm or company not exhibiting to solicit business or take orders in his place of operation.
5. **Hours.** Inside commercial exhibits will open at 11 a.m. and close at 10 p.m. daily during the Fair. Outside commercial exhibits will open by 11 a.m. and close no earlier than 11 p.m. daily during the Fair. **ALL commercial exhibits must be staffed throughout that entire period. Opening and Closing Day Hours.** All exhibit stands, displays, etc., must be in place ready for business by 10:30 a.m. opening day of Fair. **Said exhibit, stand, display, etc., and/or any part thereof, shall not be disassembled or removed prior to 11 p.m. on last night of Fair for outside vendors, 8pm for inside vendors.**
6. **First Party or his authorized agents** shall have access to any leased premises, booth, and stand at all times.
7. **Decorations.** Space allotted to Second Party shall be improved and decorated by Second Party at his expense. Materials used for construction or decorating such booths or stands must meet with approval of First Party and those inside must be non-flammable.
8. **Sound.** The Ozark Empire Fair reserves the right to monitor and regulate the level of sound. After two (2) warnings about offensive sound, the Ozark Empire Fair and its officials reserve the right to disconnect power from said offending exhibitor or to request that offending exhibitor vacate premises.
9. **Giveaways and Prize Drawings** must have prior approval of Ozark Empire Fair including approval of items to be given away.
10. **Obstruction of View - Inside.** Neither displays nor decorations nor partitions between booths shall extend high enough to obstruct view of adjacent booth from any direction, **and all height shall be limited to the back of booth space.** No signs shall hang above curtained booth nor be attached to walls.

11. **Alignment of Spaces - Outside.** The face of all trailers, portable structures and permanent buildings shall be aligned with adjacent structures as straight as possible under direction of Fair personnel.
12. **Menus.** Signs shall be posted in all locations where food or drink is sold showing items sold and prices charged. Size of said sign, manner and place of posting shall be approved by First Party.
13. **Disposal of Trash.** Location assigned to Second Party must be kept clean and all refuse, rubbish, and garbage deposited in containers provided by First Party. These containers will be emptied with contents disposed of by the Fair's sanitary crew at regular intervals each day throughout the Fair.
14. **Delivery and Sale of Products.** All vehicles used for delivery service on the fairgrounds during the time of the Fair must use Service Entrance and all deliveries must be made on the main midway before 11:00 a.m. each day of the Fair. Emergency deliveries after this time must be made from a designated parking area using a hand truck. Second Party shall, in so far as possible, patronize the parties having purchased a privilege for sale and delivery of products on the grounds. A list of these suppliers will be furnished by the Concessions Office upon request. No other supplier, except those having a permit, shall be allowed to sell or deliver on the premises.
15. **Traffic Regulations.** Any person obstructing any fire lane, drive or street with any vehicle will be requested to remove same immediately. Failure to do so will result in expulsion from the grounds and/or arrest. Parking in front of exhibit buildings, exhibits and midway concessions will not be tolerated. Anyone bringing exhibits, displays or any other materials or equipment into the Fairgrounds must unload same as soon as possible and move vehicles to designated parking areas immediately after unloading.
16. **Electrical Hook-up.** Application for electrical hook-ups shall be made at Concessions Office. Contact Office for rates. All wiring or electrical work of any type shall meet requirements of the Springfield city code and shall be done by official Fair electrician.
17. **Removal of Property After Fair.** All concession or exhibit space contracts, unless otherwise specified, will expire with the close of the Fair each year. Inside: all displays must be removed from the building by 4:30 p.m. Monday following the close of the Fair. Outside: all temporary buildings, frames, booths, etc. must be removed from the grounds by 4:30 p.m. Tuesday following close of the Fair. Otherwise, such property or materials shall become property of the Ozark Empire Fair and may be disposed of by same.
18. **Cancellation of Contract.** First Party shall have final rights to cancel any contract, settle all disputes, regulate operation of all privileges and enforce rules and regulations as set forth and agreed to in this contract.
19. **Deposit Refund.** Second Party shall notify Fair management in writing of intent to cancel contract at least thirty (30) days prior to Fair's opening date in order to file claim for refund of deposit. Such claims will be considered only when space or privilege granted herein is resold by First Party prior to opening of Fair.
20. **Lease of Privileges.** Ozark Empire Fair will authorize granting of such exhibit, service or concession privileges as deemed necessary to supply the public or add to its comfort, convenience or pleasure, but under no circumstances will a contract be made with any person, company, corporation or their representatives, whose operation might be of a questionable nature nor will a privilege be granted where the business, exhibit or service is conducted in other than a legitimate and trade-like manner. Those desiring exhibit space, concession, distribution of literature or service privilege must apply to the Concessions Department of the Fair, which office will supply information as to rental rates, method of payment, etc. No articles which are considered immoral, suggestive or off-color may be sold or displayed on the premises of the Ozark Empire Fair. Fair Management or its appointed officers shall decide what may be sold or displayed on the premises. **Renewal of contract** for next year will be at discretion of Fair Management.

The Fair reserves the right to cancel at any time contracts made with exhibitors or concessionaires

for the infraction of any rule or condition contained herein (in such cases no refund will be made) and to cancel all contracts of whatever kind by public notice should an act of Providence, such as war, national security concerns, riot, fire, flood, storm or pestilence, prevent the holding of the Fair.

#2 Liability Attachment:

SECOND PARTY AGREES:

To furnish the First Party a certificate of insurance as evidence that Second Party has secured general liability insurance in the minimal amount of One Million Dollars (\$1,000,000.00) per occurrence for the time period commencing with the occupation of the grounds in preparation for the 2008 Ozark Empire Fair through the final removal of property and equipment from the grounds following conclusion of the 2009 Ozark Empire Fair.

- A. Certificate shall show as insured the Second Party and shall list as additional named insured the Greene County Agricultural and Mechanical Society (dba Ozark Empire Fair), the City of Springfield and the Springfield Greene County Park Board, their agents, servants and employees are made additional insured, but only in so far as the operations under this contract are concerned.
- B. Certificate to be delivered to the First Party as soon as possible but no later than June 30, 2009. Failure to provide such certificate, or in the event that the certificate is deemed to be fraudulent or incorrect, shall be just cause for cancellation of the event by the First Party, and any and all deposits or monies paid shall be forfeited by the Second Party.

OTHER REGULATIONS

A. ADMISSION CREDENTIALS

- 1. Every person entering the Fairgrounds MUST have a ticket, including exhibitors and their employees. If discount tickets are not purchased from the Concessions Office and distributed to those staffing the booth, regular gate charges will be made.
- 2. Each contract (except full-line food and drink) includes 20 admission tickets and 1 vehicle permit at no charge. As many as 25 additional admission tickets may be purchased for \$3 each. Tickets in excess of 25 may be purchased for \$4 each.
Each contract for full-line food and drink includes 30 admission tickets and 1 vehicle permit at no charge. As many as 50 additional tickets may be purchased for \$3 each. Tickets in excess of 50 may be purchased for \$4 each.
- 3. Fees:

Admission and Parking Fees - Public:

Single admission at gate, 13 years & over \$6.00

Single admission at gate, 6-12 years \$2.00

Single admission 5 years & younger Free

Advance Sale, 13 years of age & over \$4.00

(Purchased before Fair opens)

Auto parking (per day) \$4.00 (parking free before 3pm)

Admission and Parking Fees - Concessionaires:

Admission Ticket \$3.00 or \$4.00

(See #2 above for explanation)

Season parking (vehicle only) permits \$20.00

Single use parking ticket (vehicle only) \$4.00 (parking free before 3pm)

Season truck or automobile delivery permits\$20.00

(Available for privilege delivery contract holders only.)

4. Admission credentials may be purchased at the Concessions Office after July 1, and throughout the Fair. All credentials must be paid for at time of purchase.
5. Admission tickets and parking credentials are non-refundable.

B. ALCOHOL/SMOKING

1. Alcohol is prohibited by law on the Ozark Empire Fairgrounds. This includes possession for personal use as well as sale of alcohol, including beer. This law is enforced by the police.
2. Smoking is prohibited by law in any public building. Smoking areas are available outside.

C. CAMPING ON GROUNDS

1. A limited number of full hook-ups of electric, water and sewer are available on a first-come/first-served basis 🗲 NO RESERVATIONS.
2. No vehicles are permitted in the campground earlier than seven (7) days prior to opening of the Fair.
3. All available sites are northeast of the E*Plex. Campers from the carnival are also parked in this lot.
4. The camping rate is \$25 per unit per day for 120v/20a or 30a (\$30 per unit per day for 50a) payable to the camping attendant or the Concessions Office. Total amount is due in advance.

D. DEFINITION OF SPACE

1. Booth space is defined on the contract. All business must be conducted within the confines of the assigned booth. This includes all personnel, displays, distribution of literature, gifts and specialty items and posting of literature, flyers, etc.
2. **OUTSIDE:** Unless otherwise indicated, outside space is sold by front footage. This is the exact amount of front footage available and all tent stakes, trailer hitches and awnings must be inside this footage. Depth of outside space is 20 ft. any space utilized over 20 ft. will incur an additional charge of \$100.00 per additional 10 square feet of space.
3. **INSIDE:** Inside booths are available in 10'x10' or 10'x8' sizes. Unless otherwise indicated, all booths will be curtained with an 8' back curtain and 3' side curtains to the size contracted.

E. DELIVERIES TO GROUNDS

1. Privilege contracts are issued for sale and delivery of goods to the grounds such as food and drink, paper supplies, chairs, tables, etc. ONLY those privilege contract holders will be permitted on the grounds to make deliveries. A complete list of vendors will be supplied on request.
2. UPS, air freight carriers such as Federal Express and other commercial freight carriers will be permitted to deliver packages/merchandise to the grounds. However, the Fair does not assume responsibility for such delivered goods and will NOT sign for such goods in the absence of the exhibitor. The Concessions Office should be notified 24 hours in advance of such deliveries if at all possible. Delivery address:
Ozark Empire Fair, 3001 N. Grant, Springfield MO 65803

F. DISPLAYS

1. Booth space improvements and decorations are the responsibility of the exhibitor and at the expense of the exhibitor. This includes any tables and/or chairs. Permission must be granted to decorate with balloons inside.
2. **INSIDE:** Display height at rear of booth may not exceed 8' in height. Display height must NOT obstruct the fairgoer's view of an adjacent booth from any direction. All tall displays **MUST** be limited to the back 🗲 of the booth. Management reserves the right to interpret this definition in the event of dispute. You should be able to stand in the front 5' of your booth, look left and look right and clearly see the

neighboring exhibitors.

3. Awards will be made for outstanding displays. For further information, contact the Concessions Office.

G. ELECTRICITY

1. **INSIDE:** Complete and return the Electrical Order Form even if you don't need electricity. Each inside space has access to a 120v, 20 amp receptacle at no additional charge. Bring your own extension cords. If you need additional electric service, contact the Concessions Office.

2. **OUTSIDE:** Complete and return the Electrical Order Form even if you don't need electricity. Electrical fee is based on the voltage and amperage you mark on this form. (See form for rates.) Fees will be included in the contract (if known at that time) or on the May balance-due statement and are payable as indicated.

a. Late charge of \$25 will be billed for any electrical order form not returned to us and paid for before July 1.

b. Only the Fair's electrician will be allowed access to electrical boxes for wiring service connections.

c. Power is provided at the service box **ONLY**. You must provide your own cords.

H. FORKLIFT

Forklift services for outside exhibitors only are available as follows:

1. Minimum charge of \$15 for 10 minutes or less. After 10 minutes charge is \$1.50 per minute.

2. Forklift is available **ONLY** on Tuesday and Wednesday before the Fair. **No forklift service is available for tear-down.**

3. Forklift service must be arranged **IN ADVANCE** with Concessions Office.

4. Forklift charges are payable upon conclusion of service at Concessions Office. **CASH ONLY.**

5. Neither the Fair nor forklift operator will assume liability for damage to property being moved by forklift.

6. Exhibitors have option of bringing their own forklift or arranging for outside forklift rental services so long as set-up and tear-down occur in the time frame allotted for such activity.

I. GATES (see also "Parking")

1. GATE 1, located at the corner of Norton and Grant, will be pedestrian access only during the Fair. No vehicles will be allowed in this gate.

2. GATE 2, on Norton Road, will be closed to vehicle and pedestrian access during the Fair. It will be open **ONLY** during set-up and tear-down.

3. GATE 3, on Norton Road, is a permanent pedestrian-only gate.

4. GATE 4, on Norton Road, is an emergency vehicle-only gate during the Fair. The rest of the year, Gate 4 is the main entrance to the Fairgrounds.

5. GATE 5, on Norton Road, is exit only.

6. GATE 6, on Smith Street by the Zoo, is an exit-only gate.

7. GATE 7, on Smith Street across from Hillcrest High School, is open 24 hours a day during the Fair. Lot 7 will be used by all campers, livestock exhibitors, carnival, staff and concessionaires who find Lot 7 the most convenient access to their booth.

8. GATE 8, on Grant Street, is exit only for Lot 7.

9. GATE 9, on Smith Street is paid parking **AND** parking for concessionaires and Family Living exhibitors. Overflow parking from this lot will use the Smith Street Lot.

J. GIVEAWAYS AND REGISTRATIONS FOR PRIZES

1. Any giveaways or registrations for prizes must first be approved **in writing** by management, including items to be given away. Application form **MUST** be completed and returned to the Concessions Office.

2. Guidelines for sign-up-to-win drawings:

- a. Drawing must be conducted before the close of the Fair. Exhibitor must provide Concessions Office a list of winners, their addresses and details of prizes won *before 8 p.m. closing day*.
 - b. No purchase is required to sign up or to receive a prize.
 - c. All rules of the prize drawing shall be clearly stated and posted prominently in your booth.
 - d. All merchandise offered in the drawing shall be awarded.
 - e. Winner does not have to be present to win.
 - f. Sign-up form must include name of company conducting drawing and list prizes and values.
 - g. Any exceptions must be approved by Fair Management in writing.
3. Giveaway (or sale) of any food or drink product, including candy and water (bottles or individual cups) MUST be approved by management and listed on space contract.
 4. NO helium balloons may be given away (or sold) in the E*Plex.
 5. NO laser pointer pens may be given away or sold. (This is a Springfield law.)
 6. Failure to comply may result in cancellation of contract, forfeiture of deposits paid and/or expulsion from grounds.

K. HOURS OF DAILY OPERATION

1. The Fairgrounds is open to the public from 11 a.m. to 12 mid-night daily during the Fair.
2. **INSIDE** commercial exhibits MUST be staffed and in operation from 11 a.m. - 10 p.m. each day of the Fair, except the last Sunday in which the E*Plex will close at 8 p.m. *
3. **OUTSIDE** commercial exhibits MUST be staffed and in operation from at least 11a.m. - 11 p.m. each day of the Fair, including the last Sunday, tear down that night can begin at 11pm.

L. PARKING

1. Vehicles with season parking credentials (vehicle only) may park in lots at Gate 7 or Gate 9.
2. Gate 7: Enter on Smith Street across from Hillcrest High School. Smith Street can be accessed by going north on Grant Avenue. This lot is shared with livestock exhibitors, carnival personnel and Fair staff.
3. Gate 9/West Lot: Enter from Smith Street across from Hillcrest High School. Smith Street can be accessed by turning north at the Zoo. This lot is also general public parking.
4. In the event that either of these parking areas is full, Fair personnel will direct you to available parking in other lots.
5. Handicap parking is available for Concessionaires with handicap credentials. Just ask our staff for directions.

M. PURPOSE OF BOOTH

1. You can display and/or sell **only** those products and/or services **specifically** listed by the Concessions Office as ~~the~~ purpose of booth ~~on~~ your contract. Please read your contract carefully. Changes must be approved in writing by the Concessions Office.
2. Laser pointer pens are prohibited by law.
3. Sale of alcohol is prohibited by law.
4. Helium balloons are prohibited for sale or giveaway inside the E*Plex. Permission must be granted to decorate with balloons.
5. The logo of the Ozark Empire Fair and/or Fair theme logo are licensed and cannot be used without prior written permission of Fair management.

N. SALES TAX, CITY LICENSE

1. All persons selling or displaying property or operating a place of amusement or entertainment must be registered with the Missouri Department of Revenue.
 - a. An **Application for Temporary Sales Tax License** will be sent with each contract. This Application MUST be filled out completely and returned with your signed contract to the Concessions Office even if you are not liable for Sales Tax in the state of Missouri. Your contract is

not valid until we have this form on file.

- b. The Missouri Department of Revenue maintains an office on the grounds during the Fair and its agents will collect sales tax regularly from exhibitors.
2. The Fair will provide a temporary city license for exhibitors. Fee is included in contract cost.

O. SECURITY

1. **POLICE:** The Springfield City Police staff a station on grounds during operating hours beginning on opening day of the Fair. This includes police personnel patrolling the grounds.
2. **INSIDE:** The public will be permitted into the Commercial Exhibits Hall only from 11 a.m. - 10 p.m. each day of the Fair. (Free Ride Day- Wednesday- E*Plex opens at Noon) Exit doors are alarmed and must remain closed at all times. **Inside concessionaires will be permitted into the Hall 30 minutes before opening.** Concessionaires must be out of the Hall by 10:15 p.m. each evening. Security staff will monitor the doors 10:00 a.m. - 12 p.m. Doors will be locked from 10:15 p.m. - 10:30 a.m.
3. **OUTSIDE:** All outside gates are staffed beginning on Wednesday prior to opening day. Gate staffing continues through 5 p.m. Monday, the day following close of the Fair.

P. SET-UP

1. All exhibits must be ready to begin operation by 10:30 a.m. of opening day. It is recommended that all exhibits be in place by 7 p.m. the evening prior to opening day.
2. **INSIDE:**
 - a. Unloading will **ONLY** be in the West Hall Lot which offers a drive-through overhead door, a loading-dock overhead door and a double pedestrian door. Enter grounds through Gate 9.
 - b. Set-up days and times are:
 - Tuesday, July 28, noon - 5 p.m.
 - Wednesday, 8 a.m. - 5 p.m.
 - Thursday, July 29, 8 a.m. - 7 p.m.
 - Friday, July 30, 9 a.m. - 10:30 a.m.
 - c. Vehicles will be allowed inside the building **ONLY** on Tuesday. Vehicle access is limited and for unloading **ONLY**. Vehicle must be removed immediately after unloading.
 - d. Please do **NOT** block access to overhead doors at any time.
3. **OUTSIDE:**
 - a. Any exhibitor needing to set up **BEFORE** noon on the Monday before the Fair **MUST** contact the Concessions Office for permission. Not all spaces may be available for set-up before Monday.
 - b. Please use Gate 2 on Norton Road to enter the grounds during set-up.
 - c. Please cooperate with other exhibitors and Fair staff in keeping roadways passable. Move your vehicle off the roadway as soon as possible after unloading so others can pass.
 - d. No vehicles will be permitted into booth areas after 10:30 on opening day. It is recommended that all set-up be completed by 7 p.m. the night before opening.

Q. SOUND

1. Public address systems and noisy instruments operated strictly to attract attention are prohibited.
2. Management will monitor and regulate sound levels for all exhibitors with sound devices necessary to conduct business. If sound becomes offensive, management reserves the right to issue warnings to offending exhibitors. If the situation is not resolved after two (2) warnings, the offender's power will be disconnected or the exhibitor will be asked to vacate the grounds.

TEAR-DOWN

1. Sign-up-for-prize winners must be turned in to Concessions Office by 8 p.m. on the closing day of the Fair.
2. **INSIDE:** No exhibit or part thereof is to be dismantled or removed before 8 p.m. on closing day of the Fair. Violation will result in loss of future exhibit privileges. Use West dock area **ONLY** for load-out. No load out through front of building.
 - . Tear down days and times:
 - Sunday, August 9, 8 p.m. - 10 p.m.
 - Monday, August 10, 8 a.m. - 4:30 p.m.
 - b. **No vehicles will be allowed into building until Monday.**
 - c. All inside exhibits must be removed from the building by 4:30 p.m. Monday following the close of the Fair or they will become the property of the Fair and will be disposed of as necessary.
3. **OUTSIDE: No vehicles will be permitted into outside exhibit areas before 11 p.m. on closing day.** No exhibit or part thereof is to be dismantled or removed before 11 p.m. on closing day. Violation will result in loss of future exhibit privileges.
 - a. **DRIVE SAFELY!!** Please be very aware of Fair patrons still on the grounds at that time.
 - b. Gate 2 will remain open Monday night but will not be staffed. There will be no guards on grounds Monday night.
 - c. All outside exhibits must be removed from the premises by 4:30 p.m. Tuesday following the close of the Fair or they will become the property of the Fair and will be disposed of as necessary.

S. TENTS

1. Outside exhibitors may obtain a tent from an approved tent vendor, for an additional charge. Verify with the tent company that the fee includes set-up, tear down and tent rental for the duration of the Fair. Contact Concessions Office for a list of approved tent vendors or see the list under TENTS in the Business Service listing at the back of this handbook.
2. *Tent size must be such that stakes will be completely within the confines of booth space allotted.*
3. Set up can start on Monday before the Fair opens. All tents must be removed by 4:30 p.m. on the Tuesday following the close of the Fair. Exhibitor is responsible for insuring that tent vendor works within this time frame and refills any holes made in asphalt.

T. TRASH AND REFUSE

1. **INSIDE:** Each exhibitor is responsible for the upkeep of his/her booth. Trash may be put into aisles after 10 p.m. for disposal by the building cleaning crew.
2. **OUTSIDE:** Trash dumpsters and barrels are conveniently located and will be maintained by Fair maintenance staff. The streets are cleaned nightly by street sweeping/flushing machines.
3. **FOOD CONCESSIONAIRES WASTE:** Grease **MUST** be placed in designated containers **ONLY**. Absolutely **NO** waste grease is allowed in dumpsters. Any other liquid waste (i.e. corn dog batter) must be placed in sealed plastic bags before being put in dumpsters.

SPECIAL REGULATIONS

FOR FOOD SERVICE

The requirements of the Missouri Department of Health and Senior Services must be complied with in all operations.

The Springfield/Greene County Health Department has adopted the 1999 Missouri Food Code, and will be using this code when inspecting food concessions at the Ozark Empire Fair. Itinerant permits will be issued to all temporary food establishments that comply with these regulations. The items listed below are included to help food concessionaires in planning for compliance with these regulations and to avoid last-minute delays in permitting their establishments.

Food service operations will NOT be permitted to open until the procedure for obtaining a permit has been completed.

1. A permit request form must be filled out and returned to the Springfield Health Department.
2. An appointment must be made with Health Department officials for inspection of facility.
3. A permit will be issued when compliance is met.
4. Routine inspections will be conducted throughout the Fair for continued compliance. **This past year the Springfield City Council passed council bill 2008-153 for mobile and temporary establishments. Please make a note of these changes. IT MAY AFFECT YOU! THE CHANGES HAVE BEEN INCLUDED IN YOUR PACKET!**

Basic equipment requirements and practices that are known at the time of printing are attached. **Further information or any specific questions should be directed to the Springfield/Greene County Health Department, Food Section, 227 E. Chestnut Expressway, Springfield, MO 65802. Phone 417-864-1658. Fax 417-864-1104.** Inspectors are located on the grounds during the Fair.

EQUIPMENT

Items marked with an asterisk * are the most common problems resulting in violations or no permit issuance.

- *1. A 3-vat sink and a hand wash sink are required. The 3-vat sink must be deep enough to immerse the largest utensil.
2. If bleach is used as a sanitizer, sanitizer test strips must be provided.
- *3. Waste water shall be held in an approved holding tank, and is required to be disposed of in an approved sewer system.
- *4. A hot and cold water supply under pressure is required.
- *5. All serving windows must be screened or have properly designed and installed air curtains.
6. All doors and windows must be tight fitting and closed during operation.
- *7. Refrigeration is required to maintain degrees Fahrenheit or below, and hot holding equipment is required to maintain 140 degrees Fahrenheit or above. Mechanical refrigeration is required since the event is more than 4 days.
8. Inside lights are required to be shielded, and sufficient lighting is required above all work surfaces.
9. The structure must be fly tight, free of roof leaks, and water proof. All walls, floors and ceilings shall be smooth, nonporous and easily cleanable.
10. All paper goods and food products must be stored off the floor.

- *11. Paper goods and food products may be stored inside concession area, but additional items that cannot be stored in this area must be stored in an approved/inspected area.
- *12. All drink ice is required to be self-draining. Drink ice must be stored in an easily cleanable container, or the original bag, with a lid and an ice scoop. Beverage tubing and cold-plate beverage cooling devices may not be installed in contact with stored ice. *This section does not apply to cold plates that are constructed integrally with an ice storage bin.*
- *13. Single-service cups (foam, paper, plastic, etc.) shall be dispensed from a dispenser or left in the plastic sleeve and opened from the bottom.

REQUIRED FOOD HANDLING

1. Hand washing is essential after use of restrooms, breaks and anytime hands become soiled or contaminated during operation and before gloves are put on. Hand washing signs shall be posted at all hand wash sinks; (i.e. Employees must wash hands.)
2. All food shall be prepared, served and stored in an area inspected by Springfield/Greene County Health Department. If food is prepared and/or stored outside the city, the food handler is expected to provide verification that the food preparation and/or storage site has received a health inspection from the Health Authority having jurisdiction.
3. No home canned foods are permitted, and all foods must come from an approved, inspected source.
4. Maintain food temperatures during transport, storage and food service operation. All potentially hazardous foods are required to be held/maintained at degrees Fahrenheit or below or 140 degrees Fahrenheit or above. All reheated potentially hazardous foods must be reheated to degrees Fahrenheit before it is served. Potentially hazardous foods prepared and refrigerated for more than 24 hours in a food establishment shall be clearly marked at the time of preparation to indicate the date by which the food shall be consumed which is, including the day of preparation: 7 calendar days or less from the day that the food is prepared, if the food is maintained at degrees Fahrenheit or less. (The risk of food-borne illness occurs when foods are held at improper temperatures between degrees F and 140 degrees F).
5. All foods must be protected or covered at all times.
6. Serving utensils, e.g., ladles, tongs, etc., may be stored, 1) in the hot or cold food, 2) at least two sets of utensils can be designated per food item- one set for immediate use and one set to be stored clean- replace the dirty/used set of utensils at least every four hours- immediately wash, rinse and sanitize the used set, 3) in a container of clean water kept at 140 degrees Fahrenheit or above.
7. All cooking and serving utensils shall be washed, rinsed, sanitized and air-dried. All containers, utensils and food contact surfaces shall be cleaned daily at the closing of the concession.
8. If bulk ice cream is served, a running water dipper well is required, or dipper may be stored in a clean container inside freezer, or dipper may be stored in clean container of water on a hot plate at 140 degrees Fahrenheit or above, or dipper may be washed, rinsed and sanitized after each use.
9. Food employees may not contact exposed, READY-TO-EAT FOOD with their bare hands and shall use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves or dispensing equipment.

ADDITIONAL REQUIREMENTS FOR MOBILE CONCESSIONS LOCATED ON SAME SITE FOR 10 OR MORE DAYS

1. Mobile unit is required to be State licensed as an operable vehicle or trailer and shall be readily movable. A mobile unit is allowed to be leveled, but a permit will not be issued if the unit has been blocked or altered to inhibit the vehicle from being readily movable.
2. Electrical hookup and service shall meet local buildings codes.
3. There shall be a written letter specifying plan(s) for the use of an approved, adequate, and accessible sewage disposal site which has been signed by the operator of the mobile unit and owner of the

sewage disposal site. (Where, when, and how.)

Any leakage of the waste tank or unapproved methods of dumping waste shall be grounds for immediate suspension of permit.

4. The potable water supply shall be under pressure and shall be protected from potential contaminants and tampering. Any leakage of that system, e.g., hose, tanks, etc., is of public health significance and is grounds for immediate suspension of permit. Hoses used to fill the potable system shall be food grade, protected from traffic damage during use, and covered when stored in a protected area when not in use.
5. Units that are hooked to a municipal water supply must have a backflow preventer at hose bibb before hose connection is made.

PERSONAL CLEANLINESS AND HYGIENIC PRACTICES

1. While preparing food, food employees may not wear jewelry on their arms and hands. This does not apply to a plain ring such as a wedding band.
2. Food employees shall wear hair restraints such as hats, hair coverings or nets, beard restraints and clothing that cover body hair that are designed and worn to effectively keep their hair from contacting exposed food.

PERSON IN CHARGE

1. The person in charge shall demonstrate knowledge to the regulatory authority of food borne disease prevention by compliance with the 1999 Missouri Food Code, by correctly answering questions as they relate to food borne disease prevention or by certification from an approved and accredited food protection program. The operator shall be the person in charge or designate a person in charge that has these qualifications.
2. A meeting coordinated and mandated by Health Department staff will be held Thursday prior to the Fair opening. One representative from each food establishment must attend and take on the responsibility of passing the information to all others involved in food handling. Time, location and duration will be set by the Health Department. All questions regarding this meeting should be directed to them.

**BUSINESS SERVICE LIST (Revised 12-19-05)
SPRINGFIELD, MISSOURI**

The following list of businesses and services is provided for your convenience. Don't hesitate to contact our office at 417-833-2660 if we can be of further assistance.

BANKS (nearby)

Commerce Bank: Kansas Expwy in Staples lot - 417-869-5411
Empire Bank: 2501 N. Kansas Expwy - 417-866-6678
Great Southern Savings Bank: Kearney & Kansas Expwy - 417-887-4400
Bancorp South: 2144 E. Kearney - 417-823-4726
Bank of America: 633 W. Kearney (south on Grant) - 417-227-6530

COPIES

QuikPrint: 2005-H E. Kearney - 417-831-6117
UPS Store: 334 E. Kearney - 417-863-7877
Staples Office Superstore: 2636 N. Kansas Expy - 417-869-3890

HOSPITALS

Cox Medical Center North: 1423 N. Jefferson Ave. 417-269-3000
Cox Medical Center South: 3801 S. National Ave. 417-269-6000
Ozarks Community Hospital: 2828 N. National Ave. 417-837-4000
St. Johns Regional Health Center: 1235 E. Cherokee 417-885-2000

HOTELS/MOTELS (Official Fair Sponsors)

Best Western Coach House Inn: I-44, Exit 80A 417-862-0701
Courtyard by Marriott: 3527 W. Kearney - 417-869-6700
Days Inn & Suites 3125 N Kentwood - 417-833-4292
Drury Inn & Suites: 2715 N. Glenstone 417-863-8400
Doubletree 2431 N Glenstone - 417-831-3131
EconoLodge: 2808 N. Kansas Expwy 417-869-5600
Lamplighter Inn-North: 2820 N. Glenstone 417-869-3900

LICENSES, PERMITS

Missouri Department of Revenue (sales tax) 417-895-6474
Springfield-Greene County Health Department 417-864-1424
(Dept of Revenue & Health Department maintains an office on the Fairgrounds.)

RV REPAIR

Thomas and Sons Camper Sales: 1930 N. Glenstone 417-865-6125

TABLES/CHAIRS RENTAL

All Events Rental 417-866-2222
Horst/Tymon 417-862-5200

TELEPHONE

Southwestern Bell 800-499-7928
(Commercial Exhibitor must contact SW Bell to have phone line in booth space. Phone service may not be available in all locations.)

TEMPORARY HELP AGENCIES

Labor Ready - 417-889-1996

Manpower - 417-886-9300

Penmac Personnel - 417-831-6888

TENTS

Action Tent 417-864-8449

All Events Rental 417-866-2222

Weiser Tents 417-235-8227

NEARBY BUSINESSES FOR SUPPLIES/SERVICES

Bud's Tire and Wheel: 701 W. College 417-865-5896

Dillon's Supermarket: 1831 W Kearney 417-895-3103

Go Convenience Store: Norton at Grant (across from Fairgrounds) 417-833-5266

Laundry- Gideon's Laundry- 1447 W. Kearney 417-833-3601

Lowe's Home Improvement Warehouse: 1701 W. Norton Rd. 417-833-2000

O'Reilly Auto Parts: 1015 W Kearney - 417-831-0561

Quality Trim & Sign: 313 W. Seminole - 417-886-1223

Race Bros. Farm Supply: 2310 W Kearney - 417-862-4378

Rex Smith Oil Co.: 2321 N West Bypass - 417-866-1960

Kerosene, Propane, Diesel (bulk delivery)

Staples Office Superstore: 2636 N. Kansas Expwy - 417-869-3890

Wal-Mart SuperCenter: 2825 N Kansas Expwy - 417-865-8865

Wells Tire Supply: 1600 W Division - 417-862-4962

