



**SUMMER 2017 (Only) THE DAYTON MALL**

**THE SOUTHERN OHIO PSYCHIC and HOLISTIC FAIR SUMMER 2017 THE DAYTON MALL**

*In order to insure your Booth(s) are ready for the Summer 2017 Fair, we request you complete and return this Form to us. We want to insure when you arrive at your booth there is appropriate number of tables and chairs for you Tables are 8.00 ea. Chairs \$3.00 ea If you require more tables please let us know. Tables are \$8.00 each (TABLE ONLY). Multi-Booth Purchasers receive a max of 2 free tables per Booth.*

*Table coverings are mandatory. Exhibitors can bring their own tables and chairs.*

*Please complete this form and email it back to us, or mail it to our address. If you have two or more Booths and have a particular design, please attach it. We will have people assigned to insure your booth is ready and as early as possible. We will be setting up on Friday night. EXACT time by EMAIL WITHIN 72 HOURS OF THE FAIR!*

*We will provide Booth Numbers for each Booth area, but you are responsible for your own signage as with other Fairs and Shows. We do ask for a standard height for hanging signage of seven feet. Staff will assist you if needed for this purpose. Unloading and loading will be by using the back entrances which will be marked for you.*

**QUESTIONS: EMAIL: [SOPF@SouthernOhioPsychicFair.com](mailto:SOPF@SouthernOhioPsychicFair.com)**

**FAIR WEBSITE: [Http://www.SouthernOhioPsychicFair.com](http://www.SouthernOhioPsychicFair.com)**

**OFFICE ADDRESS: Southern Ohio Psychic and Holistic Fair  
c/o Bill Hoffman, President and Promoter  
10501 Success Lane  
Suites 131 and 132  
Dayton, Ohio 45458**

**BOOTH NUMBER(s) \_\_\_\_\_**

**NEED ELECTRICITY: YES \_\_\_\_\_ NO \_\_\_\_\_**

**NUMBER OF TABLES \_\_\_\_\_ (SIZES) \_\_\_\_ @ \_\_\_\_; \_\_\_\_ @ \_\_\_\_\_ NUMBER OF CHAIRS \_\_\_\_\_**

**TSOPF: Tables are \$8.00, Chairs: \$3.00 each**

**Additional tables (TABLE ONLY) for Single Booths are 8.00. Multi-Booth Exhibitors 2 per Booth. Thank you.**

**EACH TABLE MUSTG HAVE A TABLE COVER: WHITE, but color is Exhibitor choice.**

**PLEASE BRING APPROPRIATE EXTENSION CORDS AND HANGERS FOR Signage.**

## **BOOTH ATTENDANTS**

**NUMBER OF PEOPLE FOR YOUR BOOTH \_\_\_\_\_ (This is for Exhibitor Badges- NAME TAGS)**

**NAMES: 1.) \_\_\_\_\_**

**2.) \_\_\_\_\_**

**3.) \_\_\_\_\_**

**SPECIAL SETUP REQUESTS: \_\_\_\_\_**

**BOOTH OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_**

## **SPECIAL INFORMATION**

*The Fair will be emailing important updates to the Fair. Watch your SPAM, Promotions Folders. We are not responsible for lost emails.*

*We will have a Package for you covering the Fair and up to date information when you check in. This will have your Booth Name Tags included.*

*There will be a parking area set up just for Exhibitors and a Staff member to help you with any questions regarding loading and unloading.*

*You are responsible for your own signage. Please bring the appropriate hooks, attachments, etc.*

*Parking is FREE and there will be a separate area for Exhibitors only parking.*

*On Friday, Setup time will be emailed to you and confirmed 72 hours in advance. No Exhibitors will be let in until the Contractors for Pipe and Drape are finished with their setup.*

**NO CUSTOMER SALES WILL BE ALLOWED ON FRIDAY. Thank You**

*You are responsible for your own electrical cords. We will provide electrical outlets or cords to within at least 20 feet of your booth. Cords must have grounding capability.*

*You are responsible for any and all computer connectors for usage in YOUR booth or Seminars.*

*There are no OPEN FLAMES ALLOWED in your booth or the building, per FIRE CODE. Insurance.*

*Your Booth ends at the aisle. Please do not place items outside into the aisle. FIRE CODE REGS.*

*You are responsible for Tax issues such as Vendor Licenses, etc.*

*Business Insurance: You should have some type of Insurance for your own Products, equipment and Liability. This is to protect you against lost or stolen items. QUESTIONS:*

**SOPF@SOUTHERNOHIOPSYCHICFAIR.COM**

