



EXHIBITOR FAQ'S

Saturday, April 19, 2025
9:00 am to 3:00 pm at the OIC 1600 W. Jackson St.

Vendor Set-up

- Friday, April 18th, 2:00-4:00pm AND Saturday, April 19th, 7:30-8:30am.
- You may unload at the front door on the East side or the South entrance of the OIC. Vehicles must be moved from the area immediately after unloading. Be sure to secure valuables overnight, doors are locked after set-up in the evening. **Saturday morning setup entrance is South door only.**
- Bring a trade show kit: Kleenex, paper towels, scissors, duct tape, scotch tape, stapler, pens, sharpie, clips for your banner, rubber bands, ink pens for register to win drawings, cart or wagon to haul items from the parking lot, etc...
- All booths have power, please bring a 20' power cord.

Vendor Parking

- All vendors are required to **PARK ON THE SOUTH SIDE of the OIC and Enter the South marked door.**

Booth Space

- **No Booth Sharing.** To be fair to all participating vendors, booth sharing is **not** allowed. Only 1 business/organization can be represented in a booth.
- Exhibits may not project beyond the space allotted and aisles must be kept clear for traffic.
- If you see someone soliciting without a paid booth (wearing their lanyard), please notify the Ozark Chamber Booth.
- Free Wi-Fi Access: details coming soon.
- Please be careful against the red walls, they are glass. No taping or signs on interior walls unless approved by Melissa Higbie (committee member)

Vendor Badges

- All vendors are required to wear a **Vendors badge/lanyard**, which will be provided to you. If you need more please inquire at the Chamber info booth at entrance. Please return your lanyards.

Tear-down

- All Exhibits must be removed by 4:00 pm on Saturday afternoon. If you need special arrangements after 4:00 pm, please notify the Ozark Chamber of Commerce. Any items left after 4:00 pm will be disposed of and possible fees may be charged for disposal.
- **DO NOT TEAR DOWN** prior to 3pm. If caught doing so, you may forfeit your 2025 participation.

Regulations

- Fire, Safety, and Health: Exhibitors agree to accept full responsibility for compliance with city, county, state and federal fire, safety and health ordinances regarding the installation and operation of equipment.
- Taxes and Licenses: Exhibitor shall be responsible for obtaining all licenses, permits, or approvals required under local, state, or federal applicable to its activity at the business expo. You may call the City of Ozark at 417-581-2407 for additional information.

Vendor Hospitality Room

- Each Exhibitor will be provided two vendor hospitality room tickets. Lunch will not be served without a ticket. Additional tickets may be purchased prior to the event (no tickets will be sold the day of the event).

Tips for a Successful Event

- **Relax, have fun, and make the most of this exciting event** designed to help your business.
- **This is a great day for your business.** It is "Showtime" from 9am to 3pm. Stay fresh and in the moment with attendees, be enthusiastic for your business, smile and have fun! If you have any questions, please ask a Chamber staff member or volunteer.
- **Please promote before and during the event to your marketing sites to help get people to attend.**

NOTE: No refunds will be issued for Sponsorship's. No refunds for exhibitors after August 30, 2024.