

REGISTRATION FORM

2025 NON-PROFIT EXPO and VOLUNTEER FAIR
Sponsored by Explore West Plains

West Plains Civic Center Exhibit Hall
Tuesday, January 28, 2025 - 2 p.m. - 5 p. m.

Date: _____

Organization: _____

Contact person: _____ Contact phone: _____

Contact email (print clearly, please!): _____

Organization mailing address: _____

An 8-foot table with skirt and 2 chairs will be provided. Booth spaces are 10 ft. x 10 ft.
If you need more than one space/table, you can request two spaces, and we will try to accommodate.

Fee to participate is \$15 per organization. (Covers room rental, refreshments, and door prizes.)

Do you need more than one table, or do you have any other special requests? Please note here:

Set-up is scheduled between 10 a.m.-1:00 p.m. on the day of the event.

Organizational "meet & greet" between participants is encouraged from 1:00-1:45 p.m.
to allow everyone a chance to visit with other organizations before the public arrives.
We all need to be more familiar with each other!

Informational handouts, door prizes, and giveaways are encouraged, but not required.

We ask that you not sell merchandise or directly solicit donations during the event.
If you are asking for volunteers, be very clear about what you need and how someone can help.

Email terry.hampton@westplains.gov with any questions or text or call 417-372-2055.

Registration and payment of \$15 participation fee due by January 21, 2025.

Unfortunately, we cannot accept online payments for booth fees, so you can either print and mail the completed form along with a check payable to City of West Plains to: Ozark Heritage Welcome Center, 2999 Porter Wagoner Blvd., West Plains, MO 65775, or you can pay by cash, check or card if you deliver the form to the Welcome Center in person.

If mailing or delivery is not possible, the completed registration form can be emailed to terry.hampton@westplains.gov and payment will be accepted day of event.

Thanks. We're looking forward to seeing you on January 28th for a fun afternoon!