



Hillsboro Community Civic Club  
Jefferson County Fairgrounds  
P.O. Box 148  
Hillsboro, MO 63050  
[office@jeffersoncountyfair.net](mailto:office@jeffersoncountyfair.net)  
636.789.2600

February 1, 2020

Dear Jefferson County Fairgrounds Vendor,

We would like to thank you for your interest in participating in our events hosted by the Hillsboro Community Civic Club (HCCC) at the Jefferson County Fairgrounds.

The HCCC is a non-profit organization operated exclusively for civic, charitable and educational purposes. We are a group of volunteers donating our time and efforts to help the community. The events on the fairgrounds are a big part of that, and we strive to make the events affordable and enjoyable for all to attend.

We restructured our vendor layout and process this year to create a better experience for all. Some of the noted changes are.....

- All vendor questions will be handled by the Fair Office at [office@jeffersoncountyfair.net](mailto:office@jeffersoncountyfair.net) or 636.789.2600
- New staff members/Committee members to assist you with set up
- Additional spaces are now more affordable
- A deposit of \$100 will be required of all vendors
  - This should be in the form of a held check that will be returned at the end of the event (checks can be picked up in the Fair office at times listed below)
  - All vendors who stay for the duration of the event, stay open during listed hours, and leave their area clean and picked-up will have their deposit returned
- All vendors must submit pictures of their booth to be considered by the HCCC Vendor Committee
- Applications will be reviewed by the HCCC Vendor Committee and you will be notified via email if you have, or have not, been selected
- All vendors must submit payment **BEFORE** the event – we will no longer hold checks – **NO EXCEPTIONS**
- All payments must be handled by the office staff
- **NO 220 electric hook ups are available**
- **NO generators are allowed**
- Vendors must provide liability insurance when applicable
- If a vendor needs to cancel, and they submit that cancelation at least 30 days before the event, you will be refunded your complete fee and deposit
- We will be distributing survey at the end of each event to get your feedback

**Remember...** get your applications in soon – space is limited. **We look forward to seeing you in 2020!!**

Thanks,

Randy Starkey  
HCCC Vendor Committee Chair  
HCCC Executive Board - VP

# Jefferson County Fairgrounds

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## IPRA Jefferson County Rodeo – June 5-6, 2020

### APPLICATION DEADLINE 5/15/20

Cowboys, cowgirls, bucking broncs, bulls, and horses..... what’s not to love? The Jefferson County Rodeo was awarded the Platinum Buckle Award for several years. We have musical entertainment in the pavilion on both Friday and Saturday evening. There is also a cutest cowboy and cowgirl contest on Saturday evening (it doesn’t get any cuter!). This exciting event allows vendors to showcase a variety of goods, great food, and offers excellent opportunities to display large items such as vehicles, farm equipment, etc.

*There is no carnival at the Rodeo.*

- **Separate checks for each event required**
- **Separate checks for deposit required**

Booth Space	Additional Space	Electric	Deposit
10’ X 10’ Booth Space: \$100	Each 10’ X10’ space: \$50	\$25 <b>(NO 220 SERVICE)</b>	<b>\$100 – returned on June 6 after 9:00 pm in Fair office</b>

### Hours of operation

Date	Gates open	Gates closed	Required to stay open until
Friday, <b>June 5</b>	5:00 PM	1:00 AM	10:00 PM
Saturday, <b>June 6</b>	5:00 PM	1:00 AM	10:00 PM

Setup Date	Setup Times
Thursday, <b>June 4</b>	6:00 PM – 8:00 PM.
Friday, <b>June 5</b>	9:00 AM – 3:00 PM

# Jefferson County Fairgrounds

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## Jefferson County Fair – July 23-26, 2020

### APPLICATION DEADLINE 6/29/20

This spectacular, four-day event includes a concert on the main stage on Saturday evening and musical entertainment in the pavilion and patio Thursday, Friday, and Saturday evenings. There will be motor events in the arena all four days of the Fair. We offer Tyke Town for the littles, 4H exhibits, Kid's Day, cattle auction, and lots of other attractions. Thousands of guests come to enjoy the Fair attractions which include a variety of goods and amazing food.

*There is a carnival at the Fair.*

- **Separate checks for each event required**
- **Separate checks for deposit required**

Booth Space	Additional Space	Electric	Deposit
10' X 10' Booth Space: \$265	Each 10' X10' space: \$135	\$50 <b>(NO 220 SERVICE)</b>	<b>\$100 – returned on July 26 after 8:00 pm in Fair office</b>

### Hours of operation

Date	Gates open	Gates closed	Required to stay open until
Thursday, <b>July 23</b>	5:00 PM	11:00 PM	10:00 PM
Friday, <b>July 24</b>	5:00 PM	1:00 AM	10:00 PM
Saturday, <b>July 25</b>	4:00 PM	1:00 AM	10:00 PM
Sunday, <b>July 26</b>	2:00 PM	10:00 PM	7:00 PM

Setup Date	Setup Times
Wednesday, <b>July 22</b>	6:00 PM – 8:00 PM
Thursday, <b>July 23</b>	9:00 AM – 3:00 PM

# Jefferson County Fairgrounds

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## Good Ol' Truck & Tractor Pull – August 22, 2020

### APPLICATION DEADLINE 8/03/20

This event is affordable and fun!! We host an old-fashioned Truck and Tractor Pull in our arena that allows local folks to participate. We also have musical entertainment in the pavilion. Vendors can showcase a variety of merchandise, display large vehicles, and serve up some great food.

*There will be a carnival at the Truck and Tractor Pull.*

- **Separate checks for each event required**
- **Separate checks for deposit required**

Booth Space	Additional Space	Electric	Deposit
10' X 10' Booth Space: \$75 FOOD	Each 10' X10' space: \$40	\$10 <b>(NO 220 SERVICE)</b>	\$100 – returned on August 22 after 9:00 pm in Fair office
Booth Space	Additional Space	Electric	Deposit
10' X 10' Booth Space: \$50 NON-FOOD	Each 10' X10' space: \$25	\$10 <b>(NO 220 SERVICE)</b>	\$100 – returned on August 22 after 9:00 pm in Fair office

### Hours of operation

Date	Gates open	Gates closed	Required to stay open until
Saturday, August 22	5:00 PM	1:00 AM	10:00 PM

Setup Date	Setup Times
Saturday, August 22	9:00 AM – 3:00 PM.

# Jefferson County Fairgrounds

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## Hillsboro Horse Show & Fall Festival – October 3, 2020

### APPLICATION DEADLINE 9/18/20

We will host a good old-fashioned horse show with fun, equestrian activities AND a Fall Festival. This event allows vendors to showcase a variety of goods, horse tack, food, crafts, and also offers excellent opportunities to display large items such as vehicles, farm equipment, etc.

*There is no carnival at the Horse Show/Festival.*

- **Separate checks for each event required**
- **Separate checks for deposit required**

Booth Space	Additional Space	Electric	Deposit
10' X 10' Booth Space: \$75 FOOD	Each 10' X10' space: \$40	\$10 <b>(NO 220 SERVICE)</b>	\$100 – returned on October 3 after 6:00 pm in Fair office
Booth Space	Additional Space	Electric	Deposit
10' X 10' Booth Space: \$50 NON-FOOD	Each 10' X10' space: \$25	\$10 <b>(NO 220 SERVICE)</b>	\$100 – returned on October 3 after 6:00 pm in Fair office
Booth Space	Additional Space	Electric	Deposit
10' X 10' Booth Space: \$25 HANDMADE ITEMS/CRAFTS	Each 10' X10' space: \$10	\$10 <b>(NO 220 SERVICE)</b>	\$100 – returned October 3 after 6:00 pm in Fair office

### Hours of operation

Date	Gates open	Gates closed	Required to stay open until
Saturday, <b>October 3</b>	11:00 AM	7:00 PM	6:00 PM

Setup Date	Setup Times
Saturday, <b>October 3</b>	7:00 AM – 10:00 AM.

# Jefferson County Fairgrounds

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## Vendor Selection

- HCCC Vendor Committee will review all applications before approval
- **Any forms that are incomplete or do not have the required paperwork and pictures will not be processed**
- **Each vendor will be contacted via email to inform them if they have or have not been selected**
- **Your payment will be refunded in full if you are not selected**
- HCCC reserves the right to reject any application without explanation and or cancel a contract with any exhibitor any time prior to or during the event
- If you will be doing a raffle, please indicate so on your application

## Payment Information

- **Separate checks for each event required**
- **Separate checks for deposit required**
- **CASH AND CHECK ONLY!!**
- **All vendors are required to submit a \$100 deposit – to be returned at the end of the event (times listed above) if vendors comply with:**
  - Stay open until listed time for each event
  - Stay for the duration of the event
  - Booth area is clean and picked up
- If additional space is needed..... (*using Fair space for this example*): Your equipment is 23' long - One 10'X10' booth space: \$265 – each additional space: \$135 each – *if you need to purchase three spaces for a cost of \$265+ \$135 + \$135 = \$535 – NO EXCEPTIONS!*
- If a vendor needs to cancel, and they submit that cancelation at least 30 days before the event, you will be refunded your complete fee and deposit – OTHERWISE FEES ARE NOT REFUNDABLE
- **ALL vendors are required to submit at least two photos of your booth set up with your application – vendors who do not submit pictures WILL NOT be considered**
- **ALL SPACES MUST BE PAID FOR IN FULL BEFORE SET UP – NO EXCEPTIONS!**
- **Checks will be held until application deadline for each event – checks will not be held after deadline!**

## Set-Up/Location

- Vendor/Exhibitor location will be assigned by the HCCC Vendor Committee - We will do our best to assure that all vendors have a great space, but **specific locations can't be guaranteed**
- See hours of operation and set up times for fairground access times - **extra vehicles must be removed one hour before gates are open to the public – safety is our first priority – NO EXCEPTIONS!**
- **NO VEHICLES CAN ENTER THE GROUNDS DURING THE EVENT, WHILE OPEN TO PUBIC, TO UNLOAD SUPPLIES OR PACK UP – NO EXCEPTIONS!**
- Prior to entering the grounds all vendors/exhibitors **MUST first check in** - park your vehicle outside the gates and enter through north vendor walk-in gate to the Vendor Office in the Community Building (follow signs)
- Electric hook-up 110 volts - (**NO 220 SERVICE**) - bring own cords – **ONLY TWO 110 OUTLETS PER VENDOR**
- **NO GENERATORS ALLOWED!**

# Jefferson County Fairgrounds

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## Vendor Passes

- Two one-day passes for each day of the event will be provided with your reservation for each event (8 total for Fair, 4 total for Rodeo, and 2 total for Truck and Tractor Pulls, 2 total for Horse Show/Festival)
- Your passes will be issued to you after check-in
- Vendor passes DO NOT include VIP Parking Passes
- Additional one-day passes are available at a discounted rate for the Rodeo and Fair at \$5 each with a limitation of four – *standard gate price will apply after four passes* - additional tickets can be purchased from the HCCC office
- **IT IS YOUR RESPONSIBILITY TO ASSURE THAT ALL WORKERS HAVE THEIR VENDOR PASSES PRIOR TO ENTERING THE GROUNDS** – gate attendants cannot hold passes for you, nor locate you on the grounds

## Guidelines

- **All food vendors must have a license from the Jefferson County Health Department (636.789.3372)**
- **Vendors selling merchandise must obtain a Jefferson County Peddler's or Merchant's License (636.797.5406)**
- **Vendors require liability insurance when applicable**
- **All items must be sold within space rented** – you may not interfere with neighboring booth/spaces visibility or infringe on their area – **ALL equipment must fit into the space requested** – including doors, ramps, etc.
- Vendor/Exhibitor must have booth/space manned during all event hours and must be kept clean and orderly for a professional presentation
- Vendors must wear appropriate attire (**MUST WEAR SHIRTS, NO SLEEVELESS SHIRTS, NO INAPPROPRIATE SLOGANS, OR POLITICAL ADVERTISEMENT**)
- All food vendors must have an attractive preparation and clean serving area – food vendor personnel must handle food items under the same health rules and regulations required by the Health Department - vendors are responsible for the cleanup of all grease/food spillage at their booth/space
- Each vendor/exhibitor is entirely responsible for their own property, exhibits, merchandise, and the exhibit space allotted and shall be liable for any loss, damages, or clean up to the premises
- All concessions must stay open one hour before gate closes
- No coolers, pets, firearms, or outside alcoholic beverages are allowed
- Certain concessions are not permitted due to prior contractual obligations
- No vendor is guaranteed exclusive rights to sell a specific item, however, we work to limit the number of concessionaires selling the same/similar products
- Vendor/Exhibitors are not allowed to give away unauthorized items such as food products, water, or drinks of any kind – *any attempt to sell or give away unauthorized items will result in removal from the fairgrounds and forfeiture of all fees paid*
- Exhibitors who violate guidelines will be asked to leave and be banned from participating in the event
- **Remember that everyone assisting you during these events is a volunteer – our volunteers work hard to make these events an enjoyable experience for everyone**
- Upon signing completed vendor application, exhibitor agrees to all of the listed guidelines, and assumes all risks and responsibilities for accidents, injuries or damages to person or property and agrees to indemnify and hold harmless the HCCC, the event, their managers, board members, and event sponsors against any and all claims, liabilities, losses, theft, damage, costs and expenses (including attorney's fees) arising from or in connection with the exhibitor's participation in the show or from exhibitor's activities conducted upon HCCC property
- *There will be no overnight security during Truck and Tractor Pull – the gates will be locked overnight during the weekend – there will be overnight security during the Rodeo and Fair*

# Jefferson County Rodeo

## Vendor/Exhibitor Application

**June 5-6, 2020 - APPLICATION DEADLINE May 15, 2020**

Company Name:	
Contact Person Name:	
Street Address:	City, State, Zip:
Phone: <i>(required)</i> Emergency Phone:	Email Address: <i>(required)</i>
Type of business <input type="checkbox"/> Food <input type="checkbox"/> Merchandise <input type="checkbox"/> Informational <input type="checkbox"/> Other _____	
<b>Please LIST ALL ITEMS sold</b> - Food vendors: limited to selling 5 items (please list 5 with 2 alternatives) or merchandise:	
Requested number of 10'X10' spaces per event- <i>No tents available for rent</i> <b>All equipment MUST fit in the space requested – including open doors, ramps, etc.</b> # _____	
Electrical hook up needed? ONLY 110 volts available – <b>NO 220 SERVICE</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

Payment		
Additional Vendor Passes needed # _____ ( <i>\$5 each – limit 4</i> )		\$
10'X10' Spaces needed # _____ ( <i>\$100 each</i> )	Space Fee Total	\$
Additional Spaces needed # _____ ( <i>\$50 each</i> )	Additional Space Fee Total	\$
Electrical Power ( <i>\$25</i> )	Electrical Power Fee Total	\$
<b>Payment due in full upon submitting application – NO REFUNDS</b>	<b>Total Amount Due</b>	\$

**CASH AND CHECK ONLY are accepted for each event separately – SEPARATE CHECK FOR \$100 DEPOSIT REQUIRED.** Checks should be made out to **Hillsboro Community Civic Club** and mailed to **HCCC, PO Box 148, Hillsboro, MO 63050.**

I AGREE TO THE TERMS AND GUIDELINES PRESENTED BY HCCC FOR THIS EVENT.

Signature	Date
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*Office Use Only*

Date application received: \_\_\_\_\_       Paid by check # \_\_\_\_\_       Paid by cash

Processed by: \_\_\_\_\_



# Jefferson County Fair

## Vendor/Exhibitor Application

**July 23-26, 2020 - APPLICATION DEADLINE June 29, 2020**

Company Name:	
Contact Person Name:	
Street Address:	City, State, Zip:
Phone: <i>(required)</i> Emergency Phone:	Email Address: <i>(required)</i>
Type of business <input type="checkbox"/> Food <input type="checkbox"/> Merchandise <input type="checkbox"/> Informational <input type="checkbox"/> Other _____	
<b>Please LIST ALL ITEMS sold</b> - Food vendors: limited to selling 5 items (please list 5 with 2 alternatives) or merchandise:	
Requested number of 10'X10' spaces per event- <i>No tents available for rent</i> <b>All equipment MUST fit in the space requested – including open doors, ramps, etc.</b> # _____	
Electrical hook up needed? ONLY 110 volts available – <b>NO 220 SERVICE</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

Payment		
Additional Vendor Passes needed # _____ ( <i>\$5 each – limit 4</i> )		\$
10'X10' Spaces needed # _____ ( <i>\$265 each</i> )	Space Fee Total	\$
Additional Spaces needed # _____ ( <i>\$135 each</i> )	Additional Space Fee Total	\$
Electrical Power ( <i>\$50</i> )	Electrical Power Fee Total	\$
<b>Payment due in full upon submitting application – NO REFUNDS</b>	<b>Total Amount Due</b>	\$

**CASH AND CHECK ONLY are accepted for each event separately – SEPARATE CHECK FOR \$100 DEPOSIT REQUIRED.** Checks should be made out to **Hillsboro Community Civic Club** and mailed to **HCCC, PO Box 148, Hillsboro, MO 63050.**

I AGREE TO THE TERMS AND GUIDELINES PRESENTED BY HCCC FOR THIS EVENT.

Signature	Date
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*Office Use Only*

Date application received: \_\_\_\_\_       Paid by check # \_\_\_\_\_       Paid by cash

Processed by: \_\_\_\_\_

# Good Ol' Truck & Tractor Pull

## Vendor/Exhibitor Application

**August 22, 2020 - APPLICATION DEADLINE August 3, 2020**

Company Name:	
Contact Person Name:	
Street Address:	City, State, Zip:
Phone: <i>(required)</i> Emergency Phone:	Email Address: <i>(required)</i>
Type of business <input type="checkbox"/> Food <input type="checkbox"/> Merchandise <input type="checkbox"/> Informational <input type="checkbox"/> Other _____	
<b>Please LIST ALL ITEMS sold</b> - Food vendors: limited to selling 5 items (please list 5 with 2 alternatives) or merchandise:	
Requested number of 10'X10' spaces per event- <i>No tents available for rent</i> <b>All equipment MUST fit in the space requested – including open doors, ramps, etc.</b> # _____	
Electrical hook up needed? ONLY 110 volts available – <b>NO 220 SERVICE</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

Payment	
Additional Vendor Passes needed # _____ (\$5 each – limit 4)	\$
10'X10' Spaces needed # _____ (\$75 Food or \$50 Non-food each)      Space Fee Total	\$
Additional Spaces needed # _____ (\$40 Food or \$25 Non-food)      Additional Space Fee Total	\$
Electrical Power (\$10)      Electrical Power Fee Total	\$
<b>Payment due in full upon submitting application – NO REFUNDS</b> Total Amount Due	\$

**CASH AND CHECK ONLY are accepted for each event separately – SEPARATE CHECK FOR \$100 DEPOSIT REQUIRED.** Checks should be made out to **Hillsboro Community Civic Club** and mailed to **HCCC, PO Box 148, Hillsboro, MO 63050.**

I AGREE TO THE TERMS AND GUIDELINES PRESENTED BY HCCC FOR THIS EVENT.

Signature	Date
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*Office Use Only*

Date application received: \_\_\_\_\_       Paid by check # \_\_\_\_\_       Paid by cash

Processed by: \_\_\_\_\_

# Hillsboro Horse Show & Fall Festival

## Vendor/Exhibitor Application

**October 3, 2020 - APPLICATION DEADLINE September 18, 2020**

Company Name:	
Contact Person Name:	
Street Address:	City, State, Zip:
Phone: <i>(required)</i> Emergency Phone:	Email Address: <i>(required)</i>
Type of business <input type="checkbox"/> Food <input type="checkbox"/> Merchandise <input type="checkbox"/> Informational <input type="checkbox"/> Other _____	
<b>Please LIST ALL ITEMS sold</b> - Food vendors: limited to selling 5 items (please list 5 with 2 alternatives) or merchandise:	
Requested number of 10'X10' spaces per event- <i>No tents available for rent</i> <b>All equipment MUST fit in the space requested – including open doors, ramps, etc.</b> # _____	
Electrical hook up needed? ONLY 110 volts available – <b>NO 220 SERVICE</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

Payment	
Additional Vendor Passes needed # _____ (\$5 each – limit 4)	\$
10'X10' Spaces needed # _____ (\$75 Food, \$50 Non-food, \$25 Handmade Items) Space Fee Total	\$
Additional Spaces needed # _____ (\$40 Food, \$25 Non-food, \$10 Handmade) Additional Fee	\$
Electrical Power (\$10)      Electrical Power Fee Total	\$
<b>Payment due in full upon submitting application – NO REFUNDS</b> Total Amount Due	\$

**CASH AND CHECK ONLY are accepted for each event separately – SEPARATE CHECK FOR \$100 DEPOSIT REQUIRED.** Checks should be made out to **Hillsboro Community Civic Club** and mailed to **HCCC, PO Box 148, Hillsboro, MO 63050.**

I AGREE TO THE TERMS AND GUIDELINES PRESENTED BY HCCC FOR THIS EVENT.

Signature	Date
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*Office Use Only*

Date application received: \_\_\_\_\_       Paid by check # \_\_\_\_\_       Paid by cash

Processed by: \_\_\_\_\_

**THANK  
YOU!**

Thank you so much for your interest in being a vendor at our Summer events. We appreciate you so much!

*Hillsboro Community Civic Club*