



January 2019

Dear Vendors and Exhibitors:

Happy New Year!!! Planning for the 2019 summer events at the Jefferson County Fairgrounds are well underway – so exciting..... The Hillsboro Community Civic Club (HCCC) will be hosting the following summer events in 2019.

IPRA Jefferson County Rodeo – June 7-8, 2019

Cowboys, cowgirls, bucking broncs, bulls, and horses..... what’s not to love? The Jefferson County Rodeo has been awarded the Platinum Buckle Award for two years in a row. We have musical entertainment in the pavilion and a cutest cowboy and cowgirl contest (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.*

Jefferson County Fair – July 18-21, 2019

This spectacular, four-day event includes a concert on the main stage, musical entertainment in the pavilion and patio, motor events in the arena, 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 includes our variety of goods and amazing food. *There is a carnival at the Fair.*

Good Ol’ Truck and Tractor Pull – August 24, 2019

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 is no carnival at the Truck and Tractor Pull.*

The HCCC is now taking applications for vendors/exhibitors who are interested in participating in these exciting events. You can use the same application for all four events (just indicate which events you are interested in at the top of the form). Also..... **ALL APPLICATIONS MUST INCLUDE AT LEAST TWO PHOTOS AND SEPARATE CHECKS/PAYMENT FOR EACH EVENT.** The applications will be reviewed by the HCCC Vendor Committee and you will be notified via email if you have, or have not, been selected.

Please contact us at office@jeffersoncountyfair.net or 636.789.2600. **Remember... get your applications in soon – space is limited. We look forward to seeing you in 2019!!**

Sincerely,

HCCC Vendor Committee



Jefferson County Fairgrounds

2019 Summer Event Vendor/Exhibitor Application and Guidelines

Hosted by Hillsboro Community Civic Club

Booth Space

Jefferson County Rodeo (6/7-8/19) - separate checks for each event required – APPLICATION DEADLINE 5/7/19

10' X 10' Booth Space: \$100	Additional Space: \$50	Electric: \$25
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Jefferson County Fair (7/18-21/19) - separate checks for each event required – APPLICATION DEADLINE 6/28/19

10' X 10' Booth Space: \$265	Additional Space: \$130	Electric: \$50
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Truck and Tractor Pull 8/24/19 - separate checks for each event required – APPLICATION DEADLINE 8/02/19

10' X 10' Booth Space: \$75 (Food)	Additional Space: \$50	Electric: \$10
10' X 10' Booth Space: \$50 (Non-Food)	Additional Space: \$50	Electric: \$10

- 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: \$130 each – you need to purchase three spaces for a cost of \$265+ \$130 + \$130 = \$525 – **NO EXCEPTIONS!**
- Electric hook-up 110 volts - (**NO 220 SERVICE** - bring own cords – ONLY TWO 110 OUTLETS PER VENDOR)
- If vendor/exhibitor needs to cancel or can't attend - **ALL FEES ARE NON-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**
- **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 Hillsboro Community Civic Club (HCCC) – *specific locations can't be guaranteed*
- See hours of operation and set up times below 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 PUBLIC, 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)

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 Pull)
- Your passes will be issued to you after check-in
- 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

Rules

- **Vendors must submit separate checks for each event**
- **NEW: 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 food vendors must have a license from the Jefferson County Health Department (636.789.3372) – FYI – Jefferson County Health Department is closed on Fridays**
- **Vendors selling merchandise must obtain a Jefferson County Peddler’s License (636.797.5406)**
- 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
- **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, 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 RAFFLES ALLOWED – HCCC may have contracted with certain vendors to sell raffles openly on the fairgrounds
- 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*
- If you decide to leave “during” the event, Tear down can only happen after close or opening times as listed or as permitted by Vendor Committee
- 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

Information

- 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
- 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

Hours of Operation

Jefferson County Rodeo – June 7-8, 2019

Operating Hours

Date	Gates Open	Gates Close
Friday, June 7	5:00 p.m.	1:00 a.m.
Saturday, June 8	5:00 p.m.	1:00 a.m.

Setup Times

Date	Setup Times
Thursday, June 7	6:00 p.m. – 9:00 p.m.
Friday, June 8	9:00 a.m. – 12:00 p.m.

Jefferson County Fair – July 18-21, 2019

Operating Hours

Date	Gates Open	Gates Close
Thursday, July 18	5:00 p.m.	11:00 p.m.
Friday, July 19	5:00 p.m.	1:00 a.m.
Saturday, July 20	4:00 p.m.	1:00 a.m.
Sunday, July 21	2:00 p.m.	10:00 p.m.

Setup Times

Date	Setup Times
Wednesday, July 17	6:00 p.m. – 9:00 p.m.
Thursday, July 18	9:00 a.m. – 12:00 p.m.

Truck and Tractor Pull – August 24, 2019

Operating Hours

Date	Gates Open	Gates Close
Saturday, August 24	5:00 p.m.	1:00 a.m.

Setup Times

Date	Setup Times
Saturday, August 24	9:00 a.m. – 3:00 p.m.



Vendor/Exhibitor Application 2019 Summer Events

I am interested in being a vendor/exhibitor for the following events. <input type="checkbox"/> Rodeo 6/7-8/19 <input type="checkbox"/> Fair 7/18-21/19 <input type="checkbox"/> Truck/Tractor Pull 8/24/19	
Company Name:	
Contact Person Name:	
Street Address:	City, State, Zip:
Phone: Emergency Phone:	Email Address:
Type of business <input type="checkbox"/> Food <input type="checkbox"/> Merchandise <input type="checkbox"/> Informational <input type="checkbox"/> Other _____	
Please LIST ALL ITEMS sold - 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 - All equipment MUST fit in the space requested – including open doors, ramps, etc.</i> Rodeo _____ Fair _____ Truck & Tractor Pull _____	
Electrical hook up needed? <i>110 volts –NO 220 SERVICE</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Which event is electrical hook up needed? <input type="checkbox"/> Rodeo <input type="checkbox"/> Truck & Tractor Pull <input type="checkbox"/> Fair

Payment – See fees listed on page 2		
Additional Vendor Passes needed # _____ (<i>\$5 each – limit 4</i>)		\$
10'X10' Spaces needed # _____ (<i>cost listed on page 2</i>)	Space Fee Total	\$
Additional Spaces needed # _____ (<i>cost listed on page 2</i>)	Additional Space Fee Total	\$
Electrical Power (<i>cost listed on page 2</i>)	Electrical Power Fee Total	\$
Payment due in full upon submitting application – NO REFUNDS	Total Amount Due	\$

Cash, check, or credit is accepted for **each event separately**. If you wish to pay via credit card, you can call 636.789.2600 during office hours (Mon-Fri 10:00 a.m.-2:00 p.m.) to make a payment by phone. 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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<i>Office Use Only</i>		
<input type="checkbox"/> Rodeo Paid	<input type="checkbox"/> Fair Paid	<input type="checkbox"/> Truck and Tractor Pull Paid