



Hillsboro Community Civic Club
Jefferson County Fairgrounds
P.O. Box 148
Hillsboro, MO 63050
office@jeffersoncountyfair.net
636.789.2600

February 14, 2022

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.

General Vendor Information:

- All vendor questions will be handled by the Fair Office at office@jeffersoncountyfair.net or 636.789.2600
- 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 the week following the event
 - 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

Remember... get your applications in soon – space is limited. **We look forward to seeing you in 2022!!**

Thanks,

Mike Daugherty
HCCC Vendor Committee Chair
HCCC Executive Board – VP

All event dates are subject to change.

Jefferson County Fairgrounds

IPRA Jefferson County Rodeo – June 10-11, 2022

APPLICATION DEADLINE 5/20/22

Cowboys, cowgirls, bucking broncs, bulls, and horses..... what's not to love? The Jefferson County Rodeo has been 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 (NO 220 SERVICE) | \$100 – Mailed the week following the event |

Hours of operation

| Date | Gates open | Gates closed | Required to stay open until |
|--------------------------|------------|--------------|-----------------------------|
| Friday, June 10 | 5:00 PM | 1:00 AM | 10:00 PM |
| Saturday, June 11 | 5:00 PM | 1:00 AM | 10:00 PM |

| Setup Date | Setup Times |
|-------------------------|--------------------|
| Thursday, June 9 | 6:00 PM – 8:00 PM. |
| Friday, June 10 | 9:00 AM – 3:00 PM |

Jefferson County Fairgrounds

Jefferson County Fair – July 21-24, 2022

APPLICATION DEADLINE 6/24/22

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 (NO 220 SERVICE) | \$100 – Mailed the week following the event |

Hours of operation

| Date | Gates open | Gates closed | Required to stay open until |
|--------------------------|------------|--------------|-----------------------------|
| Thursday, July 21 | 5:00 PM | 11:00 PM | 10:00 PM |
| Friday, July 22 | 5:00 PM | 1:00 AM | 10:00 PM |
| Saturday, July 23 | 4:00 PM | 1:00 AM | 10:00 PM |
| Sunday, July 24 | 2:00 PM | 10:00 PM | 7:00 PM |

| Setup Date | Setup Times |
|---------------------------|-------------------|
| Wednesday, July 20 | 6:00 PM – 8:00 PM |
| Thursday, July 21 | 9:00 AM – 3:00 PM |

Jefferson County Fairgrounds

Good Ol' Truck & Tractor Pull – August 27, 2022

APPLICATION DEADLINE 8/12/22

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 (NO 220 SERVICE) | \$100 – Mailed the week following the event |
| Booth Space | Additional Space | Electric | Deposit |
| 10' X 10' Booth Space: \$50 NON-FOOD | Each 10' X10' space: \$25 | \$10 (NO 220 SERVICE) | \$100 – Mailed the week following the event |

Hours of operation

| Date | Gates open | Gates closed | Required to stay open until |
|----------------------------|------------|--------------|-----------------------------|
| Saturday, August 27 | 5:00 PM | 1:00 AM | 10:00 PM |

| Setup Date | Setup Times |
|----------------------------|--------------------|
| Saturday, August 27 | 9:00 AM – 3:00 PM. |

Jefferson County Fairgrounds

Hillsboro Horse Show & Fall Festival – October 8, 2022

APPLICATION DEADLINE 9/16/22

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 (NO 220 SERVICE) | \$100 – Mailed the week following the event |
| Booth Space | Additional Space | Electric | Deposit |
| 10' X 10' Booth Space: \$50 NON-FOOD | Each 10' X10' space: \$25 | \$10 (NO 220 SERVICE) | \$100 – Mailed the week following the event |
| Booth Space | Additional Space | Electric | Deposit |
| 10' X 10' Booth Space: \$25 HANDMADE ITEMS/CRAFTS | Each 10' X10' space: \$10 | \$10 (NO 220 SERVICE) | \$100 – Mailed the week following the event |

Hours of operation

| Date | Gates open | Gates closed | Required to stay open until |
|----------------------------|------------|--------------|-----------------------------|
| Saturday, October 8 | 11:00 AM | 6:00 PM | 6:00 PM |

| Setup Date | Setup Times |
|----------------------------|---------------------|
| Saturday, October 8 | 7:00 AM – 10:00 AM. |

Jefferson County Fairgrounds

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 the week following the event 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 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)
- Electric hook-up 110 volts - (**NO 220 SERVICE**) - bring own cords – **ONLY TWO 110 OUTLETS PER VENDOR**
- **NO GENERATORS ALLOWED!**

Jefferson County Fairgrounds

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 at 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 10-11, 2022 - APPLICATION DEADLINE May 20, 2022

| | |
|--|----------------------------------|
| 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 _____ | |
| 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</i> All equipment MUST fit in the space requested – including open doors, ramps, etc. # _____ | |
| Electrical hook up needed? ONLY 110 volts available – NO 220 SERVICE <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 | \$ |
| Payment due in full upon submitting application – NO REFUNDS | 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 |
|-----------|------|

Office Use Only

Date application received: _____ Paid by check # _____ Paid by cash

Processed by: _____

Jefferson County Fair

Vendor/Exhibitor Application

July 21-24, 2022 - APPLICATION DEADLINE June 24, 2022

| | |
|--|----------------------------------|
| 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 _____ | |
| 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</i> All equipment MUST fit in the space requested – including open doors, ramps, etc. # _____ | |
| Electrical hook up needed? ONLY 110 volts available – NO 220 SERVICE <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 | \$ |
| Payment due in full upon submitting application – NO REFUNDS | 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 |
|-----------|------|

Office Use Only

Date application received: _____ Paid by check # _____ Paid by cash

Processed by: _____

Good Ol' Truck & Tractor Pull

Vendor/Exhibitor Application

August 27, 2022 - APPLICATION DEADLINE August 12, 2022

| | |
|--|----------------------------------|
| 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 _____ | |
| 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</i> All equipment MUST fit in the space requested – including open doors, ramps, etc. # _____ | |
| Electrical hook up needed? ONLY 110 volts available – NO 220 SERVICE <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 | \$ |
| Payment due in full upon submitting application – NO REFUNDS 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 |
|-----------|------|

Office Use Only

Date application received: _____ Paid by check # _____ Paid by cash

Processed by: _____

Hillsboro Horse Show & Fall Festival

Vendor/Exhibitor Application

October 8, 2022 - APPLICATION DEADLINE September 16, 2022

| | |
|--|----------------------------------|
| 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 _____ | |
| 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</i> All equipment MUST fit in the space requested – including open doors, ramps, etc. # _____ | |
| Electrical hook up needed? ONLY 110 volts available – NO 220 SERVICE <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 | \$ |
| Payment due in full upon submitting application – NO REFUNDS 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 |
|-----------|------|

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