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

January 30, 2023

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 , 636.789.2600 or Nicole Spruell @ 314.443.4030
- Remember…. Vendor spots are limited for each event – there is no guarantee you will receive a vendor spot
- A deposit of $100 ($50 for July 4th event) 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
  - *The deposit will not be returned for vendors who are no shows*
- 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 – NSF checks will disqualify your application**
- **NO 220 electric hook ups are available**
- **NO generators are allowed**
- *Vendors must provide liability insurance when applicable*
- If a vendor needs to cancel, you MUST submit that cancelation at least 30 days before the event, to be refunded your complete fee and deposit
- **Remember that everyone assisting you during these events is a volunteer – our volunteers work hard to make these events an enjoyable experience for everyone – be kind!**

Remember… get your applications in soon – space is limited. **We look forward to seeing you in 2023!!**

Thanks,

Mike Daugherty
HCCC Vendor Committee Chair
HCCC Executive Board – President

Nicole Spruell
HCCC Vendor Committee Co-Chair
314.443.4030

Jefferson County Rodeo – 6/9-10/23
July 4th Celebration – 7/4/23
Jefferson County Fair – 7/20-23/23
Truck & Tractor Pull – 8/26/23
Horse Show/Festival – 9/30/23
All event dates are subject to change.

Jefferson County Fairgrounds

IPRA Jefferson County Rodeo – June 9-10, 2023

APPLICATION DEADLINE APRIL 9, 2023

APPLICATIONS WILL BE REVIEWED BY APRIL 24, 2023

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***
- ***NSF checks will disqualify your application***

Booth Space	Additional Space	Electric	Deposit
10' X 10' Booth Space: $100	Each 10' X10' space: $50	$25 ***(NO 220 SERVICE)***	*$100 – Returned the week following the event*

Hours of operation

Date	Gates open	Gates closed	Required to stay open until
Friday, **June 9**	5:00 PM	1:00 AM	10:00 PM
Saturday, **June 10**	5:00 PM	1:00 AM	10:00 PM

Setup Date	Setup Times
Thursday, **June 8**	4:00 PM – 8:00 PM.
Friday, **June 9**	9:00 AM – 2:00 PM *Vendors must be checked in by 2PM on 6/9/23 unless prearranged. All personal vehicles MUST be off of the Fairgounds/midway by 3PM. No personal vehicles should be parked in the VIP Parking area.*

Jefferson County Rodeo
Vendor/Exhibitor Application
June 9-10, 2023 - APPLICATION DEADLINE APRIL 9, 2023

Please include additional information if needed

Company Name:	
Contact Person Name:	
Street Address:	City, State, Zip:
Phone: (*required*) Emergency Phone:	Email Address: (*required*)
Type of business ☐ Food ☐ Merchandise ☐ Informational ☐ Other _____	
Please LIST ALL ITEMS sold - Food vendors: limited to selling 5 items (please list 5 with 2 alternatives) or merchandise: ***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 – you are not allowed to sell beverages unless preapproved due to contractual obligations by HCCC***	
Electrical hook up needed? ONLY 110 volts available –***NO 220 SERVICE*** ***BRING YOUR OWN CORDS***!	☐ Yes ☐ No

Payment	
Additional Vendor Passes needed for Friday # _____ for Saturday #_____ *($5 each – limit 4)*	$
One 10'X10' Space *($100 each)* Space Fee Total	$100
Additional Spaces needed # _____ *($50 each)* Additional Space Fee Total	$
Electrical Power (*$25)* 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**. ***NSF checks will disqualify your application***

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

Signature	Date

Office Use Only

Date application received: _____ Processed by: _____

☐ Deposit Received ☐ Paid in Full ☐ Paid by check #_____ ☐ Paid by cash

☐ Double checked appropriate payment Total number of spaces requested: _____

July 4th Celebration/Fireworks – July 4, 2023

By invitation only

APPLICATION DEADLINE MAY 4, 2023

APPLICATIONS WILL BE REVIEWED BY MAY 19, 2023

Our July 4th Celebration is a free fireworks event for our community. There are a limited number of vendor opportunities for this event. We mostly focus on food, snacks, ice cream/frozen treats, glow toys, face painting, games, etc. We usually have pony rides and an event/contest in the arena area. Vendors are expected to stay open until the fireworks begin at dusk.

There is no carnival at this event.

- ***Separate checks for each event required***
- ***Separate checks for deposit required***
- ***NSF checks will disqualify your application***

Booth Space	Additional Space	Electric	Deposit
10' X 10' Booth Space: $25	Each 10' X10' space: $10	$10 ***(NO 220 SERVICE)***	*$50 – Returned the week following the event*

Hours of operation

Date	Gates open	Gates closed	Required to stay open until
Tuesday, **July 4**	6:00 PM	11:00 PM	9:00 PM

Setup Date	Setup Times
Tuesday, **July 4**	3:00 PM – 5:00 PM *All personal vehicles MUST be off of the Fairgounds/midway by 5PM*

July 4th Celebration
Vendor/Exhibitor Application
July 4, 2023 - APPLICATION DEADLINE MAY 4, 2023

Please include additional information if needed

Company Name:	
Contact Person Name:	
Street Address:	City, State, Zip:
Phone: (*required*) Emergency Phone:	Email Address: (*required*)
Type of business ☐ Food ☐ Merchandise ☐ Informational ☐ Other _____	
Please LIST ALL ITEMS sold - Food or merchandise: ***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 – you are not allowed to sell beverages unless preapproved due to contractual obligations by HCCC***	
Electrical hook up needed? ONLY 110 volts available –***NO 220 SERVICE*** ***BRING YOUR OWN CORDS***!	☐ Yes ☐ No

Payment		
10'X10' Space *($25 each)*	Space Fee Total	$25
Additional Spaces needed # _____ *($10 each)*	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 $50 DEPOSIT REQUIRED. Checks should be made out to **Hillsboro Community Civic Club** and **mailed to HCCC, PO Box 148, Hillsboro, MO 63050**. ***NSF checks will disqualify your application***

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

Signature	Date

Office Use Only

Date application received: _____ Processed by: _____

☐ Deposit Received ☐ Paid in Full ☐ Paid by check #_____ ☐ Paid by cash

☐ Double checked appropriate payment Total number of spaces requested: _____

Jefferson County Fair – July 20-23, 2023

APPLICATION DEADLINE MAY 20, 2023

APPLICATIONS WILL BE REVIEWED BY JUNE 3, 2023

This spectacular, four-day event includes a concert on the main stage on Friday 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.

- **VENDORS FOR THE FAIR MUST COMMIT TO ALL FOUR DAYS OF THE FAIR**
- ***Separate checks for each event required***
- ***Separate checks for deposit required***
- ***NSF checks will disqualify your application***

Booth Space	Additional Space	Electric	Deposit
10' X 10' Booth Space: $275	Each 10' X10' space: $125	$50 ***(NO 220 SERVICE)***	*$100 – Returned the week following the event*

Hours of operation

Date	Gates open	Gates closed	Required to stay open until
Thursday, **July 20**	5:00 PM	11:00 PM	10:00 PM
Friday, **July 21**	5:00 PM	1:00 AM	10:00 PM
Saturday, **July 22**	4:00 PM	1:00 AM	10:00 PM
Sunday, **July 23**	2:00 PM	10:00 PM	7:00 PM

Setup Date	Setup Times
Wednesday, **July 19**	4:00 PM – 8:00 PM
Thursday, **July 20**	9:00 AM –2:00 PM *Vendors must be checked in by 2PM on 7/20/23 unless prearranged. All personal vehicles MUST be off of the Fairgounds/midway by 3PM. No personal vehicles should be parked in the VIP Parking area*

Jefferson County Fair
Vendor/Exhibitor Application
July 20-23, 2023 - APPLICATION DEADLINE MAY 20, 2023

Please include additional information if needed

Company Name:	
Contact Person Name:	
Street Address:	City, State, Zip:
Phone: (*required*) Emergency Phone:	Email Address: (*required*)
Type of business ☐ Food ☐ Merchandise ☐ Informational ☐ Other _____	
Please LIST ALL ITEMS sold - Food vendors: limited to selling 5 items (please list 5 with 2 alternatives) or merchandise: ***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 – you are not allowed to sell beverages unless preapproved due to contractual obligations by HCCC***	
Electrical hook up needed? ONLY 110 volts available –***NO 220 SERVICE*** ☐ Yes ☐ No ***BRING YOUR OWN CORDS***!	

Payment	
Additional Vendor Passes needed for Thurs # _____ Fri # _____ Sat # _____ Sun #_____ *($5 each – limit 4)*	$
10'X10' Space *($275 each)* Space Fee Total	$275
Additional Spaces needed # _____ *($125 each)* Additional Space Fee Total	$
Electrical Power *($50)* 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**. ***NSF checks will disqualify your application***

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

Signature	Date

Office Use Only

Date application received: _____ Processed by: _____

☐ Deposit Received ☐ Paid in Full ☐ Paid by check #_____ ☐ Paid by cash

☐ Double checked appropriate payment Total number of spaces requested: _____

Jefferson County Fairgrounds

Good Ol' Truck & Tractor Pull – August 26, 2023

APPLICATION DEADLINE JUNE 26, 2023

APPLICATIONS WILL BE REVIEWED BY JULY 10, 2023

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***
- ***NSF checks will disqualify your application***

Booth Space	Additional Space	Electric	Deposit
10' X 10' Booth Space: $75 FOOD	Each 10' X10' space: $40	$10 ***(NO 220 SERVICE)***	*$100 – Returned 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 – Returned the week following the event*

Hours of operation

Date	Gates open	Gates closed	Required to stay open until
Saturday, **August 26**	5:00 PM	1:00 AM	10:00 PM

Setup Date	Setup Times
Saturday, **August 26**	9:00 AM – 2:00 PM. *Vendors must be checked in by 2PM on 8/26/23 unless prearranged. All personal vehicles MUST be off of the Fairgounds/midway by 3PM. No personal vehicles should be parked in the VIP Parking area*

Good Ol' Truck & Tractor Pull
Vendor/Exhibitor Application
August 26, 2023 - APPLICATION DEADLINE JUNE 26, 2023

Please include additional information if needed

Company Name:	
Contact Person Name:	
Street Address:	City, State, Zip:
Phone: (*required*) Emergency Phone:	Email Address: (*required*)
Type of business ☐ Food ☐ Merchandise ☐ Informational ☐ Other _____	
Please LIST ALL ITEMS sold - Food vendors: limited to selling 5 items (please list 5 with 2 alternatives) or merchandise: ***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 – you are not allowed to sell beverages unless preapproved due to contractual obligations by HCCC***	
Electrical hook up needed? ONLY 110 volts available –***NO 220 SERVICE*** ☐ Yes ☐ No ***BRING YOUR OWN CORDS***!	

Payment	
Additional Vendor Passes needed # _____ *($3 each – limit 4)*	$
10'X10' Space *($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**. ***NSF checks will disqualify your application***

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

Signature	Date

Office Use Only

Date application received: _____ Processed by: _____

☐ Deposit Received ☐ Paid in Full ☐ Paid by check #_____ ☐ Paid by cash

☐ Double checked appropriate payment Total number of spaces requested: _____

Jefferson County Fairgrounds

Hillsboro Horse Show & Fall Festival – September 30, 2023

APPLICATION DEADLINE AUGUST 1, 2023

APPLICATIONS WILL BE REVIEWED BY AUGUST 11, 2023

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***
- ***NSF checks will disqualify your application***

Booth Space	Additional Space	Electric	Deposit
10' X 10' Booth Space: $75 FOOD	Each 10' X10' space: $40	$10 ***(NO 220 SERVICE)***	*$100 – Returned 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 – Returned 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 – Returned the week following the event*

Hours of operation

Date	Gates open	Gates closed	Required to stay open until
Saturday, September 30	11:00 AM	6:00 PM	6:00 PM

Setup Date	Setup Times
Saturday, **September 30**	7:00 AM – 9:00 AM *Vendors must be checked in by 9AM on 10/28/23 unless prearranged. All personal vehicles MUST be off of the Fairgounds/midway by 10AM. No personal vehicles should be parked in the VIP Parking area*

Hillsboro Horse Show & Fall Festival

Vendor/Exhibitor Application

September 30, 2023 - APPLICATION DEADLINE AUGUST 1, 2023

Please include additional information if needed

Company Name:	
Contact Person Name:	
Street Address:	City, State, Zip:
Phone: (*required*) Emergency Phone:	Email Address: (*required*)
Type of business ☐ Food ☐ Merchandise ☐ Informational ☐ Other _____	
Please LIST ALL ITEMS sold - Food vendors: limited to selling 5 items (please list 5 with 2 alternatives) or merchandise: ***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 – you are not allowed to sell beverages unless preapproved due to contractual obligations by HCCC***	
Electrical hook up needed? ONLY 110 volts available –***NO 220 SERVICE*** ☐ Yes ☐ No ***BRING YOUR OWN CORDS***!	

Payment	
Additional Vendor Passes needed # _____ *($3 each – limit 4)*	$
10'X10' Space *($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**. ***NSF checks will disqualify your application***

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

Signature	Date

Office Use Only

Date application received: _____ Processed by: _____

☐ Deposit Received ☐ Paid in Full ☐ Paid by check #_____ ☐ Paid by cash

☐ Double checked appropriate payment Total number of spaces requested: _____

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 within a week of application review (*each event has a different date – all indicated in this document*)**
- **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
- **Only preapproved raffles are allowed**

Payment Information

- ***Separate checks for each event required***
- ***Separate checks for deposit required***
- ***NSF checks will disqualify your application***
- **CASH AND CHECK ONLY!!**
- **All vendors are required to submit a $100 deposit ($50 for July 4th event) – 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
  - The deposit will not be returned for vendors who are no shows
- **If additional space is needed….. (*using Fair space for this example*): Your equipment is 23' long - One 10'X10' booth space: $275 – each additional space: $125 each – *For example: if* you need to purchase three spaces for a cost of $275+ $125 + $125 = $525 – 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!**

Check In/Set-Up/Location/Departure

- 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 your particular event - **extra vehicles must be removed two hours before gates are open to the public – safety is our first priority – NO EXCEPTIONS**!
- **NO VEHICLES CAN ENTER OR EXIT 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!**
- **ALL VENDOR ITEMS MUST BE SECURE WITHIN YOUR VENDOR AREA**
- **ALL CANOPIES AND TENTS MUST BE SECURED/STAKED DOWN!!!**
- All concessions must stay open one hour before gate closes
- **All vendor vehicles and equipment must be removed by noon the following day after event – all equipment left after this time will be disposed of accordingly**

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) – *No passes needed for July 4th event*
- ***Please indicate which days you will need additional vendor passes for on your application***
- 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, and $3 each for the Truck Pulll and Horse Show/Festival, with a limitation of four – *standard gate price will apply after four passes* - additional vendor passes can be purchased at check in
- **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 or approach event goers at entrance gates – **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. If space isn't cleaned up accordingly, the deposit will not be refunded.
- All concessions must stay open one hour before gate closes
- All vendor vehicles and equipment must be removed by noon the following day after event – all equipment left after this time will be disposed of accordingly
- No coolers, pets, firearms, or outside alcoholic beverages are allowed – you may bring water for your staff (you must not sell water)
- 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, or sell 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 and possible future events and their deposit will not be refunded.
- **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 overnight security during the Rodeo and Fair – other events will not have security*

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