



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

January 30, 2024

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 HCCCVendors@gmail.com, Nicole Spruell @ 314.443.4030 or office@jeffersoncountyfair.net, 636.789.2600
- 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 – a picture of the menu for food vendors is helpful as well
- 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 – bring your own cords**
- **NO generators are allowed unless preapproved**
- *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 2024!!**

Thanks,

Mike Daugherty
HCCC Vendor Committee Chair
HCCC Executive Board – President

Nicole Spruell
HCCC Vendor Committee Co-Chair
HCCCVendors@gmail.com
314.443.4030

Jefferson County Rodeo – 6/7-8/24
July 4th Celebration – 7/4/24
Jefferson County Fair – 7/18-21/24
Truck & Tractor Pull – 8/24/24
Horse Show/Festival – 10/12/24
All event dates are subject to change.

Jefferson County Fairgrounds

IPRA Jefferson County Rodeo – June 7-8, 2024

APPLICATION DEADLINE APRIL 1, 2024

APPLICATIONS WILL BE REVIEWED BY APRIL 12, 2024

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 7	5:00 PM	1:00 AM	10:00 PM
Saturday, June 8	5:00 PM	1:00 AM	10:00 PM

Setup Date	Setup Times
Thursday, June 6	4:00 PM – 8:00 PM.
Friday, June 7	9:00 AM – 2:00 PM Vendors must be checked in by 2PM on 6/7/24 unless prearranged. All personal vehicles MUST be off of the Fairgrounds/midway by 3PM. No personal vehicles should be parked in the VIP Parking area.

Jefferson County Rodeo Vendor/Exhibitor Application

June 7-8, 2024 - **APPLICATION DEADLINE APRIL 1, 2024**

Please include additional information if needed

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: <p style="color: red; font-size: small;"><i>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 allowed to sell soda & water, but it must be sold for a minimum of \$2 each.</i></p>	
<input type="checkbox"/> Pop-Up/Canopy <input type="checkbox"/> Trailer <input type="checkbox"/> Food Truck <input type="checkbox"/> Other: _____ If trailer/food truck, which side to you serve from: <input type="checkbox"/> Driver's Side <input type="checkbox"/> Passenger Side	
Electrical hook up needed? ONLY 110 volts available – NO 220 SERVICE <input type="checkbox"/> Yes <input type="checkbox"/> No <p style="text-align: center; color: cyan; font-weight: bold;">BRING YOUR OWN CORDS! NO GENERATORS UNLESS PRE-APPROVED!</p>	

Payment	
Additional Vendor Passes needed for Friday # _____ for Saturday # _____ (\$5 each – limit 4)	\$
One 10'X10' Space (\$100 each) MEASURE YOUR EQUIPMENT INCLUDING HITCH 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 ALL THE TERMS AND GUIDELINES PRESENTED BY HCCC FOR THIS EVENT.

Signature	Date
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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

July 4th Celebration/Fireworks – July 4, 2024

By invitation only

APPLICATION DEADLINE MAY 1, 2024

APPLICATIONS WILL BE REVIEWED BY MAY 10, 2024

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: \$30	Each 10' X10' space: \$10	\$15 (NO 220 SERVICE)	\$50 – Returned the week following the event

Hours of operation

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

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

July 4th Celebration

Vendor/Exhibitor Application

July 4, 2024 - **APPLICATION DEADLINE MAY 1, 2024**

Please include additional information if needed

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 or merchandise:	
<p><i>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 allowed to sell soda & water, but it must be sold for a minimum of \$2 each.</i></p>	
<input type="checkbox"/> Pop-Up/Canopy <input type="checkbox"/> Trailer <input type="checkbox"/> Food Truck <input type="checkbox"/> Other: _____ If trailer/food truck, which side to you serve from: <input type="checkbox"/> Driver's Side <input type="checkbox"/> Passenger Side	
Electrical hook up needed? ONLY 110 volts available – NO 220 SERVICE <input type="checkbox"/> Yes <input type="checkbox"/> No BRING YOUR OWN CORDS! NO GENERATORS UNLESS PRE-APPROVED!	

Payment		
10'X10' Space (\$30 each)	Space Fee Total	\$30
Additional Spaces needed # _____ (\$10 each)	Additional Space Fee Total	\$
Electrical Power (\$15)	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
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Office Use Only	
Date application received: _____	Processed by: _____
<input type="checkbox"/> Deposit Received <input type="checkbox"/> Paid in Full <input type="checkbox"/> Paid by check # _____ <input type="checkbox"/> Paid by cash	
<input type="checkbox"/> Double checked appropriate payment	Total number of spaces requested: _____

Jefferson County Fairgrounds

Jefferson County Fair – July 18-21, 2024

APPLICATION DEADLINE MAY 1, 2024

APPLICATIONS WILL BE REVIEWED BY MAY 10, 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 18	5:00 PM	11:00 PM	10:00 PM
Friday, July 19	5:00 PM	1:00 AM	10:00 PM
Saturday, July 20	4:00 PM	1:00 AM	10:00 PM
Sunday, July 21	2:00 PM	9:00 PM	7:00 PM

Setup Date	Setup Times
Wednesday, July 17	4:00 PM – 8:00 PM
Thursday, July 18	10:00 AM – 2:00 PM Vendors must be checked in by 2PM on 7/18/24 unless prearranged. All personal vehicles MUST be off of the Fairgrounds/midway by 3PM. No personal vehicles should be parked in the VIP Parking area

Jefferson County Fair Vendor/Exhibitor Application

July 18-21, 2024 - **APPLICATION DEADLINE MAY 1, 2024**

Please include additional information if needed

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: <p style="color: red; font-size: small;"><i>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 allowed to sell soda & water, but it must be sold for a minimum of \$2 each.</i></p>	
<input type="checkbox"/> Pop-Up/Canopy <input type="checkbox"/> Trailer <input type="checkbox"/> Food Truck <input type="checkbox"/> Other: _____ If trailer/food truck, which side to you serve from: <input type="checkbox"/> Driver's Side <input type="checkbox"/> Passenger Side	
Electrical hook up needed? ONLY 110 volts available – NO 220 SERVICE <input type="checkbox"/> Yes <input type="checkbox"/> No <p style="text-align: center; color: cyan; font-weight: bold;">BRING YOUR OWN CORDS! NO GENERATORS UNLESS PRE-APPROVED!</p>	

Payment	
Additional Vendor Passes needed for Thurs # _____ Fri # _____ Sat # _____ Sun # _____ <i>(\$5 each – limit 4)</i>	\$
10'X10' Space (\$275 each) MEASURE YOUR EQUIPMENT INCLUDING HITCH Space Fee Total	\$275
Additional Spaces needed # _____ <i>(\$125 each)</i> 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
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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 24, 2024

APPLICATION DEADLINE JUNE 21, 2024

APPLICATIONS WILL BE REVIEWED BY JUNE 28, 2024

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	\$15 (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 24	5:00 PM	1:00 AM	10:00 PM

Setup Date	Setup Times
Saturday, August 24	9:00 AM – 2:00 PM. Vendors must be checked in by 2PM on 8/24/24 unless prearranged. All personal vehicles MUST be off of the Fairgrounds/midway by 3PM. No personal vehicles should be parked in the VIP Parking area

Good Ol' Truck & Tractor Pull

Vendor/Exhibitor Application

August 24, 2024 - APPLICATION DEADLINE JUNE 1, 2024

Please include additional information if needed

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:	
<p><i>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 allowed to sell soda & water, but it must be sold for a minimum of \$2 each.</i></p>	
<input type="checkbox"/> Pop-Up/Canopy <input type="checkbox"/> Trailer <input type="checkbox"/> Food Truck <input type="checkbox"/> Other: _____	
If trailer/food truck, which side to you serve from: <input type="checkbox"/> Driver's Side <input type="checkbox"/> Passenger Side	
Electrical hook up needed? ONLY 110 volts available – NO 220 SERVICE <input type="checkbox"/> Yes <input type="checkbox"/> No BRING YOUR OWN CORDS! NO GENERATORS UNLESS PRE-APPROVED!	

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 (\$15 Food - \$10 Non-Food) 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
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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 – October 12, 2024

APPLICATION DEADLINE AUGUST 1, 2024

APPLICATIONS WILL BE REVIEWED BY AUGUST 12, 2024

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	\$15 (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, October 12	11:00 AM	6:00 PM	6:00 PM

Setup Date	Setup Times
Saturday, October 12	7:00 AM – 9:00 AM <i>Vendors must be checked in by 9AM on 10/12/24 unless prearranged. All personal vehicles MUST be off of the Fairgrounds/midway by 10AM. No personal vehicles should be parked in the VIP Parking area</i>

Hillsboro Horse Show & Fall Festival

Vendor/Exhibitor Application

October 12, 2024 - **APPLICATION DEADLINE AUGUST 1, 2024**

Please include additional information if needed

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: <p style="color: red; font-size: small;"><i>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 allowed to sell soda & water, but it must be sold for a minimum of \$2 each.</i></p>	
<input type="checkbox"/> Pop-Up/Canopy <input type="checkbox"/> Trailer <input type="checkbox"/> Food Truck <input type="checkbox"/> Other: _____ If trailer/food truck, which side to you serve from: <input type="checkbox"/> Driver's Side <input type="checkbox"/> Passenger Side	
Electrical hook up needed? ONLY 110 volts available – NO 220 SERVICE <input type="checkbox"/> Yes <input type="checkbox"/> No <p style="text-align: center; color: cyan;">BRING YOUR OWN CORDS! NO GENERATORS UNLESS PRE-APPROVED!</p>	

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 (\$15 Food - \$10 Non-food) 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
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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 – VENDOR GATE WILL BE LOCKED DURING OPERATION HOURS - 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 UNLESS PREAPPROVED!**
- **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
 - 4 total for Rodeo – 2 for Friday, 2 for Saturday
 - *No passes needed for July 4th event*
 - 8 total for Fair – 2 for Thursday, 2 for Friday, 2 for Saturday and 2 for Sunday
 - 2 total for Truck and Tractor Pulls
 - 2 total for Horse Show/Festival
- **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 Pull 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, hitches, 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 (DO NOT LEAVE GREASE/OIL). 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
- 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 – *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