



Hillsboro Community Civic Club  
Jefferson County Fairgrounds  
P.O. Box 148  
Hillsboro, MO 63050  
[HCCCVendors@gmail.com](mailto:HCCCVendors@gmail.com)  
636.789.2600

February 1, 2025

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:** (see guidelines section)

- All vendor questions will be handled by contacting the Vendor Committee @ [HCCCVendors@gmail.com](mailto:HCCCVendors@gmail.com), or Nicole @ 314.443.4030, or Tammy @ 636.789.2600
- *An email confirmation will be sent upon receiving your application – if you do not receive an email – please call Tammy at 636.789.2600*
- All vendors **MUST** submit photos of their booth to be considered by the HCCC Vendor Committee – a photo of the menu for food vendors is helpful as well – the entire form **MUST** be completed and photos submitted to be considered - being a past vendor does not guarantee application approval - Remember - Vendor spots are limited for each event – there is no guarantee you will receive a vendor spot
- You will be notified via email if you have, or have not, been selected by the Vendor Committee
- A deposit of \$100 (\$50 for July 4<sup>th</sup> event) will be required of all vendors FOR EACH individual event – deposits **will not** be transferred to different events
  - This should be in the form of a held check, **NO CASH**, that will be returned the week following the event if vendor follows all the Vendor Guidelines
  - If a vendor needs to cancel, you **MUST** submit that cancelation at least 30 days prior to event, to be refunded your complete fee and deposit
  - *The deposit will not be returned for vendors who are no shows*
- All vendors must submit payment two weeks **BEFORE** the event – we will not hold checks – **NO EXCEPTIONS – NSF checks will disqualify your application**
- **220 electric hook ups are very limited – bring your own cords (50 amp RV plugs required for 220)**
- **NO generators are allowed unless preapproved**
- *Vendors must provide liability insurance when applicable*
- **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 2025!!**

Thanks,

Nicole Spruell  
HCCC Vendor Committee Chair & Board Member  
[HCCCVendors@gmail.com](mailto:HCCCVendors@gmail.com)  
314.443.4030

Tammy Valencia  
HCCC Vendor Committee Co-Chair  
[assistant@jeffersoncountyfair.net](mailto:assistant@jeffersoncountyfair.net)  
636.789.2600

**Jefferson County Rodeo – 6/13-14/25**  
**July 4<sup>th</sup> Celebration – 7/4/25**  
**Jefferson County Fair – 7/17-20/25**  
**Truck & Tractor Pull – 8/23/25**  
**Horse Show/Festival – 10/11/25**  
*All event dates are subject to change.*

# Jefferson County Fairgrounds

---

## IPRA Jefferson County Rodeo – June 13-14, 2025

**APPLICATION DEADLINE: APRIL 25, 2025** (your application will be added to a waitlist if submitted after this date)

**APPLICATIONS REVIEWED BY: MAY 1, 2025**

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 live 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: <b>\$150</b>	Each 10’ X10’ space: <b>\$75</b>	<b>\$25</b> – 110 service <b>\$35</b> – 220 service (very limited)	<b>\$100</b> – Returned the week following the event

### Hours of operation

Date	Gates open	Gates closed	Required to stay open until
Friday, <b>June 13</b>	5:00 PM	1:00 AM	10:00 PM
Saturday, <b>June 14</b>	5:00 PM	1:00 AM	10:00 PM

Setup Date	Setup Times
Thursday, <b>June 12</b>	5:00 PM – 8:00 PM.
Friday, <b>June 13</b>	9:00 AM – 2:00 PM <ul style="list-style-type: none"> <li>• <b>FOOD VENDORS WILL BE CONTACTED THE WEEK BEFORE THE EVENT TO SCHEDULE SET UP TIME</b></li> <li>• All vendors must be checked in by 2PM on 6/13/25 unless prearranged.</li> <li>• All personal vehicles <b>MUST</b> be off of the Fairgrounds/midway by 3PM. No personal vehicles should be parked in the VIP Parking area.</li> </ul>
Saturday, <b>June 14</b>	<ul style="list-style-type: none"> <li>• All personal vehicles <b>MUST</b> be off of the Fairgrounds/midway by 3PM. No personal vehicles should be parked in the VIP Parking area.</li> </ul>

# Jefferson County Rodeo Vendor/Exhibitor Application

Office Use Only – Circle One  
APPROVED      DECLINED

June 13-14, 2025 - **APPLICATION DEADLINE APRIL 25, 2025**

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 _____	
<p><b>Please LIST ALL ITEMS sold. 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 &amp; water, but it must be sold for a minimum of \$2 each. Food vendors – attaching a menu is helpful!</b></p> <p style="text-align: right;"><i>Please include additional information if needed.</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? 110 or 220 ( <b>50 amp RV plugs required for 220</b> ) <input type="checkbox"/> Yes <input type="checkbox"/> No <b>BRING YOUR OWN CORDS - NO GENERATORS UNLESS PRE-APPROVED!</b> <input type="checkbox"/> 110 <input type="checkbox"/> 220 (LIMITED)	

Payment		
One 10'X10' Space (\$150 each) <b>MEASURE YOUR EQUIPMENT INCLUDING HITCH</b>	Space Fee Total	\$150
Additional Spaces needed # _____ (\$75 each)	Additional Space Fee Total	\$
Electrical Power (\$25 for 110, \$35 for 220 – limited)	Electrical Power Fee Total	\$
<b>Payment due in full upon submitting application – NO REFUNDS</b>	<b>Total Amount Due</b>	<b>\$</b>

**CASH AND CHECK ONLY are accepted for each event separately – SEPARATE CHECK, NO CASH, FOR \$100 DEPOSIT REQUIRED.** Checks should be made out to **Hillsboro Community Civic Club** and mailed to HCCC – Attn: Tammy Valencia, 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
-----------	------

Office Use Only – Attention Tammy	
Date received: _____	<input type="checkbox"/> Entered in vendor spreadsheet/Email confirmation sent      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"/> Fee deposited
<input type="checkbox"/> Affirmed appropriate payment <input type="checkbox"/> Approval/Decline email sent – date: _____	# of spaces requested: _____
<input type="checkbox"/> Sent deposit check back – date: _____	<input type="checkbox"/> Kept deposit – reason: _____

# Jefferson County Fairgrounds

---

## July 4<sup>th</sup> Celebration/Fireworks – July 4, 2025

**APPLICATION DEADLINE: MAY 1, 2025** (your application will be added to a waitlist if submitted after this date)

**APPLICATIONS REVIEWED BY: MAY 9, 2025**

Our July 4<sup>th</sup> 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 a DJ in the RWZ pavilion. 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: <b>\$40</b>	Each 10' X10' space: <b>\$15</b>	<b>\$15</b> – 110 service <b>\$20</b> – 220 service (very limited)	<b>\$50</b> – Returned the week following the event

### Hours of operation

Date	Gates open	Gates closed	Required to stay open until
Friday, <b>July 4</b>	6:00 PM	11:00 PM	9:00 PM

Setup Date	Setup Times
Friday, <b>July 4</b>	<p style="text-align: center;">3:00 PM – 5:00 PM</p> <ul style="list-style-type: none"> <li>• <b>FOOD VENDORS WILL BE CONTACTED THE WEEK BEFORE THE EVENT TO SCHEDULE SET UP TIME</b></li> <li>• All personal vehicles <b>MUST</b> be off of the Fairgrounds/midway by 5PM</li> <li>• Vendor can't leave the grounds until the crowd disperses</li> </ul>

# July 4<sup>th</sup> Celebration Vendor/Exhibitor Application

July 4, 2025 - **APPLICATION DEADLINE MAY 1, 2025**

Office Use Only – Circle One  
**APPROVED**                      **DECLINED**

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 _____	
<p><b>Please LIST ALL ITEMS sold. 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 &amp; water, but it must be sold for a minimum of \$2 each. Food vendors – attaching a menu is helpful!</b></p> <p style="text-align: right;"><i>Please include additional information if needed.</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? 110 or 220 ( <b>50 amp RV plugs required for 220</b> ) <input type="checkbox"/> Yes <input type="checkbox"/> No <b>BRING YOUR OWN CORDS - NO GENERATORS UNLESS PRE-APPROVED!</b> <input type="checkbox"/> 110 <input type="checkbox"/> 220 (LIMITED)	

Payment		
10’X10’ Space (\$40 each)	Space Fee Total	\$40
Additional Spaces needed # _____ (\$15 each)	Additional Space Fee Total	\$
Electrical Power (\$15 for 110 and \$20 for 220 - limited)	Electrical Power Fee Total	\$
<b>Payment due in full upon submitting application – NO REFUNDS</b>	<b>Total Amount Due</b>	<b>\$</b>

**CASH AND CHECK ONLY** are accepted for each event separately – **SEPARATE CHECK, NO CASH, FOR \$50 DEPOSIT REQUIRED.** Checks should be made out to **Hillsboro Community Civic Club** and mailed to **HCCC – Attn: Tammy Valencia, 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 – Attention Tammy**

Date received: \_\_\_\_\_     Entered in vendor spreadsheet/Email confirmation sent    Processed by: \_\_\_\_\_

Deposit received     Paid in full     Paid by check # \_\_\_\_\_     Paid by cash     Fee deposited

Affirmed appropriate payment     Approval/Decline email sent – date: \_\_\_\_\_    # of spaces requested: \_\_\_\_\_

Sent deposit check back – date: \_\_\_\_\_     Kept deposit – reason: \_\_\_\_\_

# Jefferson County Fairgrounds

---

## Jefferson County Fair – July 17-20, 2025

**APPLICATION DEADLINE: MAY 1, 2025** (your application will be added to a waitlist if submitted after this date)

**APPLICATIONS REVIEWED BY: MAY 9, 2025**

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, Pig Races, 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: <b>\$300</b>	Each 10’ X10’ space: <b>\$150</b>	<b>\$50</b> – 110 service <b>\$75</b> – 220 service (very limited)	<b>\$100</b> – Returned the week following the event

### Hours of operation

Date	Gates open	Gates closed	Required to stay open until
Thursday, <b>July 17</b>	5:00 PM	11:00 PM	10:00 PM
Friday, <b>July 18</b>	5:00 PM	1:00 AM	10:00 PM
Saturday, <b>July 19</b>	4:00 PM	1:00 AM	10:00 PM
Sunday, <b>July 20</b>	3:00 PM	9:00 PM	7:00 PM

Setup Date	Setup Times
Wednesday, <b>July 16</b>	5:00 PM – 8:00 PM
Thursday, <b>July 17</b>	9:00 AM – 2:00 PM <ul style="list-style-type: none"> <li>• <b>FOOD VENDORS WILL BE CONTACTED THE WEEK BEFORE THE EVENT TO SCHEDULE SET UP TIME</b></li> <li>• All vendors must be checked in by 2PM on 7/17/25 unless prearranged.</li> <li>• All personal vehicles <b>MUST</b> be off of the Fairgrounds/midway by 3PM. No personal vehicles should be parked in the VIP Parking area.</li> </ul>

# Jefferson County Fair Vendor/Exhibitor Application

July 17-20, 2025 - **APPLICATION DEADLINE MAY 1, 2025**

Office Use Only – Circle One	
APPROVED	DECLINED

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 _____	
<p><b>Please LIST ALL ITEMS sold. 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 &amp; water, but it must be sold for a minimum of \$2 each. Food vendors – attaching a menu is helpful!</b></p> <p style="text-align: right;"><i>Please include additional information if needed.</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? 110 or 220 ( <b>50 amp RV plugs required for 220</b> ) <input type="checkbox"/> Yes <input type="checkbox"/> No <b>BRING YOUR OWN CORDS - NO GENERATORS UNLESS PRE-APPROVED!</b> <input type="checkbox"/> 110 <input type="checkbox"/> 220 (LIMITED)	

Payment			
10'X10' Space (\$300 each) <b>MEASURE YOUR EQUIPMENT INCLUDING HITCH</b>	Space Fee Total		\$300
Additional Spaces needed # _____ (\$150 each)	Additional Space Fee Total		\$
Electrical Power (\$50 for 110 and \$75 for 220 - limited)	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, NO CASH, FOR \$100 DEPOSIT REQUIRED.** Checks should be made out to Hillsboro Community Civic Club and mailed to HCCC – Attn: Tammy Valencia, 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 – Attention Tammy	
Date received: _____	<input type="checkbox"/> Entered in vendor spreadsheet/Email confirmation sent      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"/> Fee deposited
<input type="checkbox"/> Affirmed appropriate payment <input type="checkbox"/> Approval/Decline email sent – date: _____	# of spaces requested: _____
<input type="checkbox"/> Sent deposit check back – date: _____	<input type="checkbox"/> Kept deposit – reason: _____

# Jefferson County Fairgrounds

---

## Good Ol' Truck & Tractor Pull – August 23, 2025

**APPLICATION DEADLINE: JUNE 20, 2025** (your application will be added to a waitlist if submitted after this date)

**APPLICATIONS REVIEWED BY: JUNE 27, 2025**

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: <b>\$75</b>	Each 10' X10' space: <b>\$40</b>	<b>\$15</b> – 110 service <b>\$20</b> – 220 service (very limited)	<b>\$100</b> – Returned the week following the event

### Hours of operation

Date	Gates open	Gates closed	Required to stay open until
Saturday, <b>August 23</b>	4:00 PM	1:00 AM	10:00 PM

Setup Date	Setup Times
Saturday, <b>August 23</b>	<p style="text-align: center;">9:00 AM – 2:00 PM.</p> <ul style="list-style-type: none"> <li>• <b>FOOD VENDORS WILL BE CONTACTED THE WEEK BEFORE THE EVENT TO SCHEDULE SET UP TIME</b></li> <li>• All vendors must be checked in by 1PM on 8/23/25 unless prearranged.</li> <li>• All personal vehicles <b>MUST</b> be off of the Fairgrounds/midway by 2PM. No personal vehicles should be parked in the VIP Parking area.</li> </ul>



# Good Ol' Truck & Tractor Pull

## Vendor/Exhibitor Application

August 23, 2025 - APPLICATION DEADLINE JUNE 20, 2025

Office Use Only – Circle One	
APPROVED	DECLINED

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 _____	
<p><b>Please LIST ALL ITEMS sold. 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 &amp; water, but it must be sold for a minimum of \$2 each. Food vendors – attaching a menu is helpful!</b></p> <p style="text-align: right;"><i>Please include additional information if needed.</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? 110 or 220 ( <b>50 amp RV plugs required for 220</b> ) <input type="checkbox"/> Yes <input type="checkbox"/> No <b>BRING YOUR OWN CORDS - NO GENERATORS UNLESS PRE-APPROVED!</b> <input type="checkbox"/> 110 <input type="checkbox"/> 220 (LIMITED)	

Payment		
10'X10' Space (\$75)	Space Fee Total	\$75
Additional Spaces needed # _____ (\$40)	Additional Space Fee Total	\$
Electrical Power (\$15 for 110 and \$20 for 220 - limited)	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, NO CASH, FOR \$100 DEPOSIT REQUIRED.** Checks should be made out to Hillsboro Community Civic Club and mailed to HCCC – Attn: Tammy Valencia, 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 – Attention Tammy	
Date received: _____	<input type="checkbox"/> Entered in vendor spreadsheet/Email confirmation sent      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"/> Fee deposited
<input type="checkbox"/> Affirmed appropriate payment <input type="checkbox"/> Approval/Decline email sent – date: _____	# of spaces requested: _____
<input type="checkbox"/> Sent deposit check back – date: _____	<input type="checkbox"/> Kept deposit – reason: _____

# Jefferson County Fairgrounds

---

## Hillsboro Horse Show & Fall Festival – October 11, 2025

**APPLICATION DEADLINE: AUGUST 1, 2024** (your application will be added to a waitlist if submitted after this date)

**APPLICATIONS 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: <b>\$75</b> <b>FOOD</b>	Each 10' X10' space: <b>\$40</b>	<b>\$15</b> – 110 service <b>\$20</b> – 220 service (very limited)	<b>\$100</b> – Returned the week following the event
Booth Space	Additional Space	Electric	Deposit
10' X 10' Booth Space: <b>\$50</b> <b>NON-FOOD</b>	Each 10' X10' space: <b>\$25</b>	<b>\$10</b> – 110 service <b>\$15</b> – 220 service (very limited)	<b>\$100</b> – Returned the week following the event
Booth Space	Additional Space	Electric	Deposit
10' X 10' Booth Space: <b>\$25</b> <b>HANDMADE ITEMS/CRAFTS</b>	Each 10' X10' space: <b>\$10</b>	<b>\$10</b> – 110 service <b>\$15</b> – 220 service (very limited)	<b>\$100</b> – Returned the week following the event

### Hours of operation

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

Setup Date	Setup Times
Saturday, <b>October 11</b>	<p style="text-align: center;">7:00 AM – 9:00 AM</p> <ul style="list-style-type: none"> <li>• Vendors must be checked in by 9AM on 10/11/24 unless prearranged</li> <li>• All personal vehicles <b>MUST</b> be off of the Fairgrounds/midway by 10AM. No personal vehicles should be parked in the VIP Parking area</li> <li>• Vendors will pull onto the grounds, unload, then park on the south side of the Civic Center, then set up</li> </ul>

# Hillsboro Horse Show & Fall Festival

## Vendor/Exhibitor Application

Office Use Only – Circle One  
**APPROVED**                      **DECLINED**

**October 11, 2025 - APPLICATION DEADLINE AUGUST 1, 2025**

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 _____	
<p><b>Please LIST ALL ITEMS sold. 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 &amp; water, but it must be sold for a minimum of \$2 each. Food vendors – attaching a menu is helpful!</b></p> <p style="text-align: right;"><i>Please include additional information if needed.</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? 110 or 220 ( <b>50 amp RV plugs required for 220</b> ) <input type="checkbox"/> Yes <input type="checkbox"/> No <b>BRING YOUR OWN CORDS - NO GENERATORS UNLESS PRE-APPROVED!</b> <input type="checkbox"/> 110 <input type="checkbox"/> 220 (LIMITED)	

Payment		
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 (FOOD - \$15 for 110 & \$20 for 220, NON-FOOD - \$10 for 110 & \$15 for 220 – limited)	Electrical 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, NO CASH, FOR \$100 DEPOSIT REQUIRED.** Checks should be made out to **Hillsboro Community Civic Club** and mailed to HCCC – Attn: Tammy Valencia, 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 – Attention Tammy		
Date received: _____	<input type="checkbox"/> Entered in vendor spreadsheet/Email confirmation sent	Processed by: _____
<input type="checkbox"/> Deposit received	<input type="checkbox"/> Paid in full	<input type="checkbox"/> Paid by check # _____
<input type="checkbox"/> Affirmed appropriate payment	<input type="checkbox"/> Approval/Decline email sent – date: _____	<input type="checkbox"/> Paid by cash
<input type="checkbox"/> Sent deposit check back – date: _____	<input type="checkbox"/> Kept deposit – reason: _____	<input type="checkbox"/> Fee deposited
		# of spaces requested: _____

# Jefferson County Fairgrounds

---

## Vendor Selection

- HCCC Vendor Committee will review all applications before approval
- Submitting an application does not guarantee approval or a vendor space
- **Any forms that are incomplete, or do not have the required paperwork and photos, 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**

## Payment Information

- **Separate checks for each event required**
- **Separate checks for deposit required**
- **NSF checks will disqualify your application**
- **CASH AND CHECK ONLY for vendor fee!!**
- **All vendors are required to submit a \$100 deposit (\$50 for July 4<sup>th</sup> event) – NO CASH – to be returned the week following the event if vendors comply with all vendor guidelines:**
  - Stay open until listed time for each event and 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: \$300 – each additional space: \$150 each – For example: if you need to purchase three spaces for a cost of \$300+ \$150 + \$150 = \$600 – 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 TWO WEEKS PRIOR TO EVENT – 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! VIOLATING THIS GUIDELINE WILL FORFEIT YOUR DEPOSIT!**
- 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 (only two 110 outlets per vendor)and **bring own cords** – we have a very limited amount of **220 hook ups – it requires 50 amp RV plugs**
- **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 4<sup>th</sup> 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
- Your passes will be issued to you at check-in
- Vendor passes DO NOT include VIP Parking Passes
- **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 goes 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 - (DO NOT LEAVE GREASE/OIL OR POUR INTO PORTA-POTTIES)
- 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 OR POUR INTO PORTA-POTTIES). If space isn't cleaned up accordingly, the deposit will not be refunded.
- 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 Hillsboro Community Civic Club, 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 Hillsboro Community Civic Club 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 events. We appreciate you so much!

*Hillsboro Community Civic Club*