

JEFFERSON COUNTY FAIRGROUNDS – Hillsboro, MO

WWII Living History Event – September 7 & 8, 2024

APPLICATION DEADLINE AUGUST 9, 2024

APPLICATIONS WILL BE REVIEWED BY AUGUST 12, 2024

This event includes battle reenactments and Living History displays. It is coordinated by the 2nd Rangers Infantry Battalion of St. Louis.

There is no carnival at this event.

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

Booth Space	Additional Space	Electric	Deposit
10' X 10' Booth Space: \$50	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
Saturday, September 7	9:00 AM	5:00 PM	5:00 PM
Sunday, September 8	10:00 AM	3:00 PM	3:00 PM

Setup Date	Setup Times
Friday, September 6	6:00 PM – 9:00 PM Vendors can't check in during the day – there is another event happening at this location
Saturday, September 7	7:00 AM – 9:00 AM All personal vehicles MUST be off of the Fairgrounds/midway by 9:00 AM

WWII Living History Vendor/Exhibitor Application

Please include additional information if needed

September 7 & 8, 2024 - **APPLICATION DEADLINE August 9, 2024**

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 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:blue; font-weight:bold; font-size:small;">BRING YOUR OWN CORDS! NO GENERATORS UNLESS PRE-APPROVED!</p>	

Payment		
10'X10' Space (\$50 each)	Space Fee Total	\$50
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: _____

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

Double checked appropriate payment Total number of spaces requested: _____

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 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 \$50 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
 - The deposit will not be returned for vendors who are no shows
- **If additional space is needed..... Example: Your equipment is 23' long - One 10'X10' booth space: \$50 – each additional space: \$10 each – For example: if you need to purchase three spaces for a cost of \$50+ \$10 + \$10 = \$70 – 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 one hour 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**

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