



## 2024 HANGAR HOLIDAY VENDOR CONTRACT

Saturday, November 09, 9:00 AM - 6:00 PM

Sunday, November 10, 11:00 AM - 5:00 PM

Booth Set-Up: Thursday, November 07, 2:00 PM - 8:00 PM &

Booth Set-Up: Friday, November 08, 8:00 AM - 6:00 PM

**Vendor & Volunteer Shopping: Friday, November 08, 6:00 PM -8:00 PM**

The Sheppard Spouses' Club (SSC) is responsible for providing local advertisement and location in the Wichita Falls Multi-Purpose Event Center (MPEC) for the event. Vendors are responsible for their own booth set up including but not limited to: pipe and drape, environmental health and safety permits for food, electricity, etc., possessions and merchandise, and SSC requirements listed in the contract.

The MPEC will be open for set-up on Thursday, November 07, 2024 from 2:00 PM to 8:00 PM and Friday, November 08, 2024 from 8:00 AM to 6:00 PM. All vendors must exit the facility no later than 9:00 PM. Vendors must check-in with the Vendor Coordinators before entering the MPEC. **Vendors who have not checked in by 2:00 PM on Friday, November 08, 2024 need to call the Hangar Holiday Team with confirmation of arrival time, or risk forfeiture of your booth.** Vendor agrees to be set-up prior to 8:45 AM on Saturday, November 09 and close **no earlier** than 5:00pm on Sunday, November 10. Early disassembly prior to 5:00pm on Sunday is **STRICTLY PROHIBITED**.

The SSC, including its officers and members, the United States Air Force, and/or military and civilian employees of Sheppard Air Force Base and/or the Wichita Falls Multi-Purpose Event Center are not responsible for loss or damage to vendor's property or personal injury during this event. Items sold at the Hangar Holiday event should be hand-crafted wares, antiques and/or collectibles along with specialized retail items as approved by the SSC Hangar Holiday Committee with the exception of those selling pre-packaged food items. The SSC reserves the right to refuse participation of vendors if they do not meet the criteria or guidelines set forth by the SSC. **The SSC Vendor Coordinator also has the right to change your booth number if she/he feels it is best for you and the show. An email will be sent to you if this were to occur.**

**\*\*\*You will not be assigned a booth until you are paid in full. On March 1, 2024 all unpaid booths will be open to all vendors who were not in the 2023 Hangar Holiday show.**

**\*\*\*All Vendors are responsible for bringing a door prize that will randomly be given out to a customer visiting Hangar Holiday with the exception of Non-Profits & Private Organizations. Please turn in this gift to the SSC prize table BEFORE 6:00 PM on Friday, November 08. The gift should be valued at or above \$25.00. You can opt out of this by paying the Sheppard Spouses' Club \$25.00. This \$25.00 opt out fee will then go to the SSC Charitable fund. We will award door prizes to random customers as they enter or leave the MPEC.**

If your organization is designated as a non-profit organization, a Sheppard AFB Squadron/Booster Club, or a Private Organization, then the Hallway Table Spaces are assigned on a First Come, First Serve basis. You must follow the guidelines set forth by the Hangar Holiday Non-Profit Vendor Coordinator. A "booth fee" of \$50.00 for the two-day event will be due at the time your signed contract and application are submitted. Your organization is required to adhere to all the terms set forth in this agreement with the exception of the \$25 door prize/donation. Please email proof of your non-profit/private org status to [HangarHoliday@gmail.com](mailto:HangarHoliday@gmail.com)

## CANCELLATION/REFUND POLICY:

- **You may cancel your reservation/contract by emailing the CANCELLATION/REFUND REQUEST to HangarHoliday@gmail.com. Please note the refund policy below.**
  - o **Any cancellation request is subject to a \$50 per booth requested processing fee when requesting a refund.**
  - o **Cancellation request received before July 31, 2024, you will receive a refund, less a \$50 processing fee per booth requested.**
  - o **Cancellation requests received between August 1, 2024 – September 30, 2024 will only receive 50% of the total paid for all booths requested.**
  - o **Any cancellations submitted on or after October 1, 2024 WILL NOT BE REFUNDED. All monies not refunded will remain in the SSC Charitable/Scholarship Fund.**

## BOOTH INFORMATION

- Booth spaces are 10' by 10'. Stay within your allotted space.
- If needed, vendors must provide their own heavy-duty electrical cord and any other cords necessary for setup.
- All booths have access to **ONE** outlet (15-20 amps per outlet max). You **MUST NOT** block an outlet until all surrounding booths have been given access to their specific outlet.
- Electrical cords run between booths. Please be considerate while establishing your hookup.
- **Vendors must provide their own tables, chairs, pipe and drape and other items needed to set up their booth.** These can be rented from Century Tent or the MPEC. (These are not mandatory)
- Access to the Exhibit Hall building is restricted except where clearly marked for vendor and patron use.
- **Vendors on outside walls are not allowed to cover or block any fire panels.**
- Vendors may not alter the interior surfaces of the building in any way to include using nails, fasteners, or paint on any surface. If damage is found by the MPEC, the vendor will be responsible for fees to return property to its original state.
- The Fire Marshall, MPEC Staff and the Wichita Falls Department of Health and Environmental Safety will conduct unannounced inspections.
- Vendors must correct all issues identified by the inspector or staff in compliance with Fire Code.
- Fire Code prohibits the use of hay, cotton, paper, straw, moss, or like materials as decoration; they can be used in the composition of sale items.
- Exposed foamed plastic materials and unprotected materials containing foamed plastic used for decorative purposes shall have a heat release rate not exceeding 100 kW.
- Storage of combustible materials, cardboard boxes, honeycombed paper, paper/plastic bags, etc., must be limited to a one-day supply and should be removed nightly to reduce fire hazards.
- Lighting decorations cannot be piggy-backed on the same electrical outlet.
- All lighting must be unplugged at the end of each operating time.
- All pricing is at the vendor's discretion. The SSC cannot dictate pricing.
- Vendors are responsible for disposal of large boxes or supplies in the dumpsters outside the bay doors. (Do not dispose of large packing boxes in or next to the small inside trash cans.)
- Do not leave trash or debris in your booth when you leave. Dispose of it in the trash cans or dumpsters.
- **Concession food sales are prohibited in the MPEC Exhibit Hall unless approved by the MPEC and may be subject to additional fees not included in Hangar Holiday Booth Rent, outlined by the venue**
- All sample giveaways must be approved by the SSC and the MPEC.
- All vendors selling food items or giving away samples must comply with all health department regulations.
- There may only be one Santa Booth allowed each year. Conflicting vendors will not be accepted.

## VENDOR PARKING

- Vendor parking will be on the west side of MPEC next to the bay doors on a first-come-first-serve basis. **PARKING ON THE GRASS OR CONCRETE IS STRICTLY PROHIBITED!**
- All oversized vehicles (RVs, U-Hauls & Trailers) will be parked adjacent to the MPEC Exhibit Hall outside the bay doors.
- Bay doors and dumpsters cannot be blocked at any time. All vehicles and trailers are subject to being towed.
- Contact the MPEC at (940) 716-5555 for information regarding RV hookups if you wish to use an RV/trailer as lodging.
- Handicap parking is available in the main parking area.

## CHECK-IN and PROCEDURES

- Privately Owned Vehicles (POV's) are not allowed inside the Exhibit Hall at any time.
- Vendors must check-in **BEFORE** unloading.
- Vendors are responsible for unloading/loading their goods (We can't guarantee that we will have volunteers to help with unloading/loading. If we do, they will be "Give and Gain" volunteers and a donation for their services will be **Mandatory**).
- Please do not move any parking cones. They are there for the safety of our vendors and volunteers.

## SECURITY

- The Exhibit Hall will be locked down each evening to protect your goods.
- Products containing spent gun shells, gun powder residue, and all weapons, are prohibited.
- FIREARMS, even with a permit, are prohibited.
- **KNIVES with a shank over 5 inches, unless valid vendors of cutlery, are prohibited for display, sale or personal use.**
- To prevent shoplifting, man your booth until all patrons leave the MPEC.
- **Disruptive, disrespectful, or unruly behavior will not be tolerated and will result in expulsion from the show without refund. This includes all family and personnel associated with your booth.**

## ADDITIONAL INFORMATION

- Current vendors will have preference for the 2024 show until January 31st, 2024. Your contract, application and full payment must be received by January 31st to have preference. Contracts will be available to the general public on March 1st, 2024. At that time, all booths will be first come, first serve and at the discretion of the SSC Hangar Holiday Vendor Coordinators.
- Vendor name badges are to be WORN AT ALL TIMES. Badges will be loaned out to each vendor and they **MUST** be returned at the end of the event.
- Outside food is not permitted inside the MPEC Exhibit Hall. Concessions will be available Saturday and Sunday Only.
- ANIMALS are NOT allowed except for service animals.
- The SSC **does not** provide monetary change to vendors or patrons.
- Smoking is only permitted in MPEC designated outside areas.
- All vendors will be subject to all MPEC rules and regulations regardless of whether or not listed in this document or any other Hangar Holiday correspondence.
- Only vendors and volunteers may enter the event space 2 hours prior to opening of the event.
- Please keep in mind that Hangar Holiday is a **family-friendly** event. Please list all the items you will have available at the Hangar Holiday Event. If the SSC deems your products or merchandise unsuitable for the event or presents a conflict with our overall mission to provide a variety of vendors, we will contact you via email upon receipt of your signed contract and application. While we attempt to provide a diverse and varied show, we are NOT able to guarantee that there won't be similar merchandise available by other vendors. The SSC reserves the right to ask any vendor not to bring specific item(s) if we believe it is not a good fit for our event.
- Please consider setting up your own hotspot/data plan if you are wanting more data capability than what the MPEC offers.

The Sheppard Spouses' Club is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status.

# 2024 HANGAR HOLIDAY VENDOR APPLICATION

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Sunday, November 10, 11:00AM - 5:00PM

Booth Set-Up: Thursday, November 07, 2:00 PM - 8:00 PM &

Booth Set-Up: Friday, November 08, 8:00 AM - 6:00 PM

**Vendor & Volunteer Shopping: Friday, November 08, 6:00 PM - 8:00 PM**

Email: [HangarHoliday@gmail.com](mailto:HangarHoliday@gmail.com)

By signing this you have read and agree to the terms listed in the contract above or found on our website at [HangarHoliday.org](http://HangarHoliday.org)

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Business Name Phone Number

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Signature Printed Name of Contact Person

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Email Address Website and/or Facebook Site

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Address: City / State / Zip Code

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Are you affiliated with the Military-if so how? (Veteran, Retiree, Active Duty or a Spouse of the aforementioned)

**Please select which items you sell from the list below: (Circle all that apply)**

You **MUST** also send a minimum of 3 pictures with your application and preferably one of your booth setup if you have attended a vendor event. Applications without pictures will **NOT** be accepted.

- Clothing**      **Jewelry**      **Skin Care**      **Wood Work**      **Metal Work**      **Holiday Decor**      **Children Items**
- Food (Detailed items)**      **Furniture**      **Accessories (Detailed Items)**      **Crochet/Knitting Crafts**      **Other (Provide List)**

**Booth Fees & Selection (Circle all that apply)**

**Main Exhibit Hall:** (Booths 1-57 & A-R)  
    **Aisle Booth** - \$265  
    **Corner Booth** - \$290

**Side Room:** (Booths 100-116 & 200-216) - \$240  
**Half Booths:** (either a 10x5 or a 5x10) - \$135 (Military discount does not apply)  
**Military Discount** - \$25

**Mail Contract & Fees to:**

SSC Hangar Holiday  
PO Box 6094  
Sheppard AFB, TX 76311

**Non-Profit Booths are either 10x10 or 5x10 (Please indicate what you need and we will do our best to accommodate)**

**Non-Profit/Private Org** - \$50 (Military discount **DOES NOT** apply)

**PLEASE INCLUDE CHECK, CASH, OR MONEY ORDER made payable to Sheppard Spouses' Club FOR THE TOTAL AMOUNT DUE FOR ALL BOOTHS REQUESTED.** To secure your booth space, payment must accompany your signed contract and application and ALL PAYMENTS ARE PROCESSED AS BOOTH ASSIGNMENTS ARE COMPLETED. NO POSTDATED CHECKS ARE PERMITTED. A fee of \$40 will be assessed on any returned check. This application does NOT guarantee acceptance to the Hangar Holiday. Should you not be accepted then your payment will be refunded to you. Payment of all fees indicated constitutes acceptance of this agreement and all of the terms of the agreement contained herein. In the event that the show is canceled for circumstances beyond the organization's control, SSC will give full refunds to all paid booths.

**\*\*Contracts and applications received via email are NOT accepted NOR considered for show placement\*\***

**FOR HANGAR HOLIDAY EVENT STAFF USE ONLY**

DATE BOOTH ASSIGNED/PAYMENT PROCESSED:	BOOTH NUMBER:
PAYMENT TYPE:      CASH      MONEY ORDER	CHECK
REFUND REQUEST RECEIVED:	REFUND AMOUNT ISSUED: