



2026 HANGAR HOLIDAY VENDOR APPLICATION & CONTRACT

Booth Set-up Days:

Thursday, November 12th: 2:00 PM - 8:00 PM

Friday, November 13th: 8:00 AM - 8:00 PM

Vendor & Volunteer Shopping: Friday, November 13th: 6:00 PM - 8:00 PM

Event Days:

Saturday, November 14th: 9:00 AM - 6:00 PM

Sunday, November 15th: 11:00 AM - 5:00 PM

The SSC, including its members and volunteers, the United States Air Force and/or military and civilian employees of Sheppard Air Force Base, and/or the employees of the MPEC, are not responsible for the loss or damage of any vendor's property (whether personal or for sale), or personal injury (to include all party members of the vendor), during the event.

Please keep in mind that Hangar Holiday is a family-friendly event. Items sold at Hangar Holiday are subject to the approval of the SSC and should include, but are not limited to: hand-crafted wares or goods, antiques and/or collectibles, specialized retail items, and/or pre-packaged food/beverage items. The SSC reserves the right to refuse participation of a vendor or ask any vendor not to bring specific item(s) if we believe it is not a good fit for our event, does not meet the criteria or guidelines set forth by the SSC, or if items present a conflict with our overall mission to provide a variety of vendors. While we attempt to provide a diverse and varied show, we CANNOT guarantee that there will not be similar merchandise available by other vendors. Please note the following:

- Products containing spent gun shells or gun powder residue, or any/all weapons, are strictly prohibited.
- Knives with a shank over five inches, unless approved as a valid vendor of cutlery, are prohibited for display, sale, or personal use.
- The SSC does not provide monetary change to vendors or patrons.
- The SSC cannot dictate pricing for any sales during the event; all pricing is at the vendor's discretion.

VENDOR RESPONSIBILITIES

All vendors are responsible for following the SSC requirements outlined in this document. 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*. [See MPEC's website] Vendors are responsible for their own booth set-up and must provide, bring, or obtain their own:

- Tables, chairs, pipe and drape, and/or other items needed to set-up their booth (items not mandatory)
 - These items can be rented from Century Tent
- Electrical cords or equipment, including heavy-duty cords, if necessary for set-up
- All required permit(s) for food/beverage sales from Wichita Falls - Wichita County Public Health District

Food & Beverage Vendors:

- Outlined by the venue, concession-type food/beverage sales are prohibited in the MPEC Exhibit Hall unless approved by the MPEC, and may be subject to additional fees not included in the Hangar Holiday Booth Rental price. **See**

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.

MPEC's Food and Beverage policy on their website for more details.

- All vendors selling food/beverage items, or giving away samples, must comply with all Wichita Falls - Wichita County Public Health District regulations.
 - ALL samples must be approved by the SSC and MPEC

Recommendations for Vendors:

- Consider bringing and/or setting up a personal hotspot/data plan if wanting more data capability than what the MPEC offers.
- Manage own booth at all times or until all shoppers have left the MPEC, to help prevent shoplifting.

*****All vendors are responsible for donating a door prize (prize), with the exception of Non-Profits & Private Organizations. Prizes must be turned in to the SSC prize table BEFORE 6:00PM on Friday, November 14th. Prizes should be valued *at or above* \$25.00. Vendors can pay an opt-out fee of \$25.00 in lieu of donating a prize. This fee will go to the SSC Charitable fund. The SSC will be responsible for randomly handing out prize cards to shoppers throughout the two-day event.**

If your organization is designated as a Non-Profit Organization, a Sheppard AFB Squadron/Booster Club, or a Private Organization, then the *hallway vendor tables* are assigned on a first come, first serve basis. A \$50.00 "vendor table" fee must be submitted with the completed and signed application and contract. Like all other vendors, each Organization/Booster Club are required to adhere to all terms and conditions in this document set forth by the SSC, with the exception of the \$25.00 door prize donation. **Military discount does not apply to hallway vendor tables.*

Please note: If your organization is a Sheppard AFB Squadron/Booster Club or a Private Organization from base, you must obtain a fundraising request from the 82 FSS Private Organization office. Proof of non-profit status may be requested at any time by the SSC.

Non-Profit Tables are NOT to be moved at any time.

BOOTH ASSIGNMENTS AND PAYMENT

Current vendors will have priority to renew their current booth assignment for the following year's show **until January 31, 2026**. The vendor's **contract, application, and full payment** must **all** be received by Jan. 31st to guarantee the booth assignment. *The sole submission of an application and/or contract does **not** secure a spot nor guarantee the vendor a booth, until full payment is received - no exceptions.*

On **March 1, 2026**, ANY and ALL unpaid booths will become open and available to the public by first come, first serve and/or at the discretion of the SSC Vendor Coordinator.

If the booth you've requested is already assigned, then your alternate option will be considered if available.

The Vendor Coordinator has the right to change a vendor's booth assignment if it is in the best interest of the vendor(s) and/or the event. If this occurs, the Vendor Coordinator will contact the vendor(s) notifying them of the change.

WAITLIST

When *all booths are considered filled*, a waitlist option will be offered. Applicant waitlist placement will go in order of the application submission date. If/when a booth becomes available, the Vendor Coordinator will contact the applicant to accept or decline that booth location and facilitate payment.

- **Payment:** *Cash and check will ONLY be accepted AT the 2025 Hangar Holiday Show.* All other transactions must be made through our online payment platform, Zeffy. [To avoid being scammed, do not send electronic payment through any other platform]. If you have concerns, please contact the Vendor Coordinator at hangarholiday@gmail.com.

Please Note: As outlined above, current vendors have priority for the following year's show. This means the Main Exhibit Hall will fill up fast and first. If a vendor opts in to being placed on the waitlist, more than likely the booth opening(s) that become available, will be for one of the two side rooms, regardless of the booth location requested on the application.

CANCELLATION/REFUND POLICY

ALL Cancellation/Refund requests must be sent to the Vendor Coordinator email at hangarholiday@gmail.com

❖ Refund Policy outlined below:

****All refunds are subject to a \$50.00 per booth requested processing fee****

- Requests received **before July 31, 2026**, will receive a full refund, minus the fee outlined in red above.
- Requests received **between August 1, 2026 and September 30, 2026**, will only receive 50% of the total paid for, for *all booth(s) requested*.
- Requests submitted *on or after October 1, 2026*, **WILL NOT BE REFUNDED**.

BOOTH INFORMATION and REGULATIONS

- **BOOTH SPACES:** Vendors must stay within their allotted booth dimensions.
 - Full booth: 10ft by 10ft
 - Half booth: 10ft by 5ft or 5ft by 10ft (depending on location)
- **OUTLETS:** All main hall booths and side room wall booths have access to **ONE** outlet (15-20 amps per outlet max). Vendors **MUST NOT** block an outlet until all surrounding booths have been given access to their specific outlet. **Please note that the middle row of the side rooms will not have access to an outlet. Vendors will be responsible for bringing their own portable chargers if needed.**
 - Lighting decorations cannot be piggy-backed on the same electrical outlet.
 - All lighting must be unplugged at the end of each operating time.
 - Electrical cords run between booths. Please be considerate while establishing your hookup(s) and be sure to secure all cords to ensure safety.
- Vendors may not alter the interior surfaces of the building in any way. This includes, but is not limited to: the use of nails, fasteners, command/sticky strips, or paint on any surface. If damage is found by the MPEC, the vendor will be responsible for all fees to return property to its original state.
- The Fire Marshal, MPEC staff, and/or the Wichita Falls - Wichita County Public Health District will conduct unannounced inspections.
 - Vendors must correct all issues identified by the Fire Marshal, Inspector(s), or Staff.
 - Vendors are not allowed to cover or block any fire panels.
 - Fire and safety codes prohibit the use of hay, straw, cotton, moss, paper, or similar materials as decoration; these materials can be used in the composition of items for sale.
 - Exposed foamed plastic materials and unprotected materials containing foamed plastic used for decorative purposes shall have a heat release rate not exceeding 100 kW.
- Trash or debris of any kind is not to be left in a booth overnight. All refuse must be disposed of properly in the designated trash receptacle:
 - Large boxes or supplies must go to the dumpsters outside the bay doors. *(Do NOT dispose of large packing boxes in or next to the small inside trash cans)*
- There may only be one Santa photo booth permitted each year. Any similar or conflicting vendor/photo booths will not be accepted.

SET-UP and EVENT DAYS

The MPEC will be open for set-up on Thursday, November 12th from 2:00 PM to 8:00 PM and Friday, November 13th from 8:00 AM to 8:00 PM. All vendors must exit the facility no later than 9:00 PM. Only vendors and volunteers may enter the event space 2 hours prior to opening of the event.

All vendors **MUST** check-in with the Vendor Coordinator at the check-in table **BEFORE** parking at the bay doors, unloading, or entering the MPEC. Vendors who have not checked in by 2:00 PM on Friday, November 13th need to *call* the Hangar Holiday Team with confirmation of arrival time, or risk forfeiture of their booth and monies. *Vendor(s) must be set-up by 8:00pm on Friday, November 13th. Early disassembly prior to 5:00pm on Sunday is **STRICTLY PROHIBITED** and may result in expulsion from future shows.*

- **The use of disruptive, disrespectful, unruly behavior, or ANY behavior – verbal or physical - deemed inappropriate, abusive or obscene by the SSC, will NOT be tolerated and may result in immediate expulsion from the show without refund. This includes all family and personnel associated with your booth.**

VENDOR PARKING

Vendor parking will be in **LOT A** on the west side of the MPEC (next to the bay doors) on a first come, first serve basis.

- **PARKING ON THE GRASS OR SIDEWALKS IS STRICTLY PROHIBITED!**
- Parking passes **MUST BE DISPLAYED** in the front window of the vendor's vehicle.
- All oversized vehicles (RVs, U-Hauls, Trailers, etc.) must be parked in the following adjacent MEPC lots: B, C and/or the “grass overflow” lots specified on the MPEC Parking Map located on their website.
 - If a vehicle takes up more than one parking space in lot A, it needs to be moved to the adjacent parking lot(s) listed above.
- All vehicles and trailers are subject to being towed at the expense of the owner.
- If you wish to use an RV/trailer as lodging, contact the MPEC at (940) 716-5555 for information regarding RV hookups.
- Bay doors and dumpsters cannot be blocked at any time.
- Handicap parking is available in the main parking area(s).

CHECK-IN and PROCEDURES

- Vendor name badges are to be worn **AT ALL TIMES**. Badges will be loaned to each vendor at check-in, and badges **MUST** be returned at the end of the event.
- Do not move any parking cones or barriers. They are there for the safety of our vendors and volunteers.
- Privately Owned Vehicles (POVs) are not allowed inside the Exhibit Hall at any time.
- Vendors are responsible for unloading/loading their goods.
 - The SSC cannot guarantee volunteers to help with unloading/loading. However, if volunteers are present and utilized by vendor(s), a donation for their services will be mandatory. ALL donations must be handed to a member of the SSC wearing a red apron. *Please do not hand the donation to the volunteer.*
- Outside food or drink is not permitted inside the Exhibit Hall. Concessions will be available Saturday and Sunday only. Crockpots and/or cooking meals are not allowed on site or in the Hospitality Room.

SECURITY AND HOUSE-KEEPING

- All information or questions regarding smoking/tobacco use, weapons and/or firearms, service animals, and vendors selling food and/or beverages or offering samples can be found on the MPEC's website under Policies and FAQ's.