

## 2020 HANGAR HOLIDAY VENDOR CONTRACT

**Booth Set-Up: Friday, November 13, 11:00AM – 8:00PM**

**Saturday, November 14, 9:00AM – 6:00PM**

**Sunday, November 15, 11:00AM – 5:00PM**

I, \_\_\_\_\_ (herein after referred to as “vendor”), agree to pay the Sheppard Spouses’ Club (SSC) the amount listed below for each requested booth space.

The SSC is responsible for providing advertisement and location in the Wichita Falls Multi-Purpose Event Center (MPEC) for the event. Vendors are responsible for their own booth set up, possessions and merchandise, and SSC requirements listed in the contract.

The MPEC will be open for set-up on Friday, November, 13, 2020 from 11:00 AM to 8:00 PM. All vendors must exit the facility no later than 9:00 PM. **Vendors must check-in with the Vendor tent before entering the MPEC.** Vendors who have not checked in by 4:00 pm on Friday, November 13, 2020 need to call the Hangar Holiday Staff 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 14, 2020 and close no earlier than 5:00 PM on Sunday, November 15, 2020. Early disassembly prior to 5:00 PM on Sunday is strongly discouraged. The building will be closed to the public November 15 at 5:00 PM and returned to building personnel by 8:00 PM.

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 number until you are paid in full. On January 31, 2020 all unpaid booths will be open to all vendors who were not in the 2019 Hangar Holiday show.**

**\*\*\*All Vendors are responsible for bringing a door prize that will randomly be given out to a customer visiting Hangar Holiday. Please keep this gift at your booth. The gift can vary in price, but does not need to exceed \$25.00. You can opt out of this by paying the Sheppard Spouses Club \$25.00. We will then take the business card that we made for your business out of the drawing. This \$25.00 opt out fee will then go to the SSC Charitable/Scholarship fund.**

If your organization is designated as a non-profit organization OR a Sheppard AFB Squadron/Booster Club, Private Organization, the Hallway Table Spaces are assigned on a First Come, First Serve basis. You are limited to ONE space for your organization and must follow the guidelines set forth by the Hangar Holiday vendor coordinator. A “booth fee” of \$50.00 for the two-day event will be due at the time your contract is submitted. Your organization is required to adhere to all the terms set forth in this agreement. Send proof of your non-profit status with your signed contract and booth fee.

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## CANCELLATION/REFUND POLICY:

- **You may cancel your reservation/contract by emailing [hangarholiday@gmail.com](mailto:hangarholiday@gmail.com) at any time. 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 via email before July 31, 2020, you will receive a refund, less a \$50 processing fee per booth requested, if the SSC Hangar Holiday Vendor Coordinator is able to fill your booth(s). \***
  - o **Cancellation requests received via email by August 1, 2020 – September 30, 2020 will only receive 50% of the total paid for all booths requested, less a \$50 processing fee per booth requested, if the Vendor Coordinator is able to fill your booth(s). \***
  - o **Any cancellations submitted on or after October 1, 2020 WILL NOT BE REFUNDED. All monies not refunded will remain in the SSC Charitable/Scholarship Fund.**
    - ***\*If the Vendor Coordinator is unable to fill your booth(s), you are not entitled to receive a refund. You will be notified via email***

## 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 in the main hall have access to an outlet (15-20 amps per outlet max). If you are in a side room and need electricity, please let the vendor coordinator know or note it on your application.
- Electrical cords run between booths. Please be considerate while establishing your hookup.
- **Vendors must provide their own tables, chairs, and other items needed to set up their booth.**
- Access to the Exhibit Hall building is restricted except where clearly marked for vendor and patron use. Please respect the "Do not enter signs".
- **Vendors on outside walls are not allowed to cover any fire panels behind the booth.**
- 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 and MPEC Staff 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 or next to the small inside trash cans.)

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- 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.**
- 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.
- Only vendors and volunteers may enter the Main Exhibit Hall one hour prior to start on Sat and Sun.
- 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 by the bay doors before unloading and entering the MPEC.
- Unload promptly then move your vehicle to vendor parking to allow others to unload.
- Vendors are responsible for unloading/loading their goods.
- Please do not move any parking cones. They are there for the safety of our vendors and volunteers.
- There will be no vendor entry permitted in the front of the building. All vendors must unload through the bay doors.

#### 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 2019 show until January 31, 2020. Your contract and full payment must be received by January 31st to have preference. Contracts will be available to the general public on February 1, 2020. At that time, all booths will be first come, first serve and at the discretion of the SSC Hangar Holiday Vendor Coordinator.
- Vendor name tags are to be WORN AT ALL TIMES.
- Outside food is not permitted inside the MPEC Exhibit Hall. Concessions will be available Saturday and Sunday.
- 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 two hours prior to opening of event.
- In order to encourage a diverse group of products, each vendor is allowed a maximum of two booths. Additional booths may be requested but are subject to approval by the Hangar Holiday Committee.

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- 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. While we attempt to provide a diverse and varied show, we are NOT able to guarantee that similar merchandise may be 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 a family-friendly event.
- Please consider setting up your own hot spot/data plan if you are wanting more data capability than what the MPEC offers.

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

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Business Name

Phone Number

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Signature

Printed Name of Contact Person

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Email Address

Facebook Site

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Address: City / State / Zip Code

<input type="checkbox"/> Clothing	<input type="checkbox"/> Children Items
<input type="checkbox"/> Jewelry	<input type="checkbox"/> Food (Detailed Items)
<input type="checkbox"/> Skin Care	<input type="checkbox"/> Furniture
<input type="checkbox"/> Woodwork	<input type="checkbox"/> Accessories (Detailed Items)
<input type="checkbox"/> Metal Work	<input type="checkbox"/> Crochet/Knitting Crafts
<input type="checkbox"/> Holiday Décor	<input type="checkbox"/> Other (Detailed Items)

### **10' X 10' Booth Fees**

**Checks payable to: Sheppard Spouses' Club**

**Main Exhibit Hall:** (Booth 10 to 263)

**Aisle Booth** - \$250

**Corner Booth** - \$275

**Side Room:** (Booth 900-945) - \$225

**Military Discount** - \$25

**Non-Profit/ Private Org** - \$50

### **Mail Contract & Fees to:**

SSC Hangar Holiday

PO BOX 6094

Sheppard AFB, TX 76311

**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 all checks must have cleared by November 1, 2020. A fee of \$40 will be assessed on any returned check. Payment of all fees indicated below constitutes acceptance of this agreement and all of the terms of the agreement contained herein. In the event that the show is cancelled for circumstances beyond the organization's control, SSC will give full refunds to all paid booths. **\*\*Contracts received via email are NOT accepted NOR considered for show placement\*\***

**Date Received/Post-Mark:**

**Refund Request Received:**

**Payment Type:**

**Refund Amount:**

**Booth Number:**

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