

2017 HANGAR HOLIDAY VENDOR CONTRACT

Saturday, November 11th, 9:00AM – 6:00PM

Sunday, November 12th, 11:00AM – 5:00PM

Booth Set-Up: Friday, November 10th, 11:00AM – 8:00PM

I, _____ (herein after referred to as “vendor”), agree to pay the Sheppard Officers’ Spouses’ Club (SOSC) for each Main Hall 10 foot by 10 foot booth space at the sum of \$215.00 and an additional \$25.00 if requesting a corner booth; all Sunroom 10 foot by 10 foot booth space at the sum of \$150.00. **There will be no refunds on or after September 1, 2017 unless the SOSC is able to fill the booth space from the vendor waiting list.** A \$40 administrative fee will be charged for processing all refunds. **Incomplete contracts will be returned.**

The SOSC 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 SOSC requirements listed in the contract.

The MPEC will be open for set-up on Friday, November 10, 2017 from 11:00 AM to 8:00 PM. All vendors must exit the facility no later than 9:00PM. Vendors who have not checked in by 4:00 pm on Friday, November 10, 2017 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 11, 2017 and close no earlier than 5:00 PM on Sunday, November 12, 2017. Early disassembly prior to 5:00 PM on Sunday is strongly discouraged. Building will be closed to the public November 12th at 5:00 PM and returned to building personnel by 8:00 PM.

The SOSC, 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 Show should be hand-crafted wares, antiques and/or collectibles along with specialized retail items as approved by the SOSC Board with the exception of those selling pre-packaged food items. The SOSC reserves the right to refuse participation of vendors if they do not meet the criteria or guidelines set forth by the SOSC. **The SOSC 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.**

PLEASE INCLUDE CHECK, CASH, OR MONEY ORDER (payable to Sheppard Officers’ 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, 2017. 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 bazaar is cancelled for circumstances beyond the organization’s control, SOSC will give full refunds to all paid booths.

*****You will not be assigned a booth number until you are paid in full. On January 31, 2017 all unpaid booths will be open to all vendors who were not in the 2016 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 SOSC 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 an outlet (15-20 amps per outlet max).
- 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.
- **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 SOSC cannot dictate pricing.
- Vendors are responsible for disposal of large boxes or supplies in the dumpsters outside the bay doors. (Don't pile large packing boxes 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.**
- **All sample giveaways must be approved by the SOSC 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 Exhibit Hall two hours prior to start on Sat & 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. 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.
- Unload promptly then move your vehicle to vendor parking to allow others to unload.
- Vendors are responsible for unloading/loading their goods.

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 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 2017 show until January 31, 2017. 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, 2017. At that time, all booths will be first come, first serve.
- 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 SOSC 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.
- Please keep in mind that Hangar Holiday is a **kid friendly** event. So, please list all of the items that will be in your booth on the contract. If the SOSC has a problem with anything that you will be bringing, we will let you know. The SOSC reserves the right to ask any vendor not to bring certain items if we feel like it is not right for a family environment.
- 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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Business
Name

Signature

Printed Name of Contact Person

Email Address

Address

City/State/Zip Code

Phone #

DESCRIPTION OF MERCHANDISE. All vendors are asked to attach non-returnable photos or brochure(s) of your merchandise.

10' X 10' Booth Fees

Main Hall:

(Booth #s 10 to 263)

Aisle Booth \$215

Corner Booth \$240

Sunroom \$150

(Booth #s 900 to 945)

OF BOOTHS REQ. _____ Returning Vendor _____

CORNER BOOTH DESIRED? YES NO

BOOTH NUMBERS(S) REQUESTED (See exhibit hall layout on our website, www.hangarholiday.org)

1st Choice _____ 2nd Choice _____ 3rd Choice _____

Number of name tags requested (Workers Only) _____
(Up to 4 name tags included in booth fee)

PLEASE INCLUDE CHECK, CASH, OR MONEY ORDER (payable to Sheppard Officers' Spouse 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, 2017. 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

Return Contract and Fees to:

SOSC Hangar Holiday

C/O: Michele Davis

P.O. Box 6094

Sheppard AFB., TX 76311

herein. In the event that the bazaar is cancelled for circumstances beyond the organization's control, SOSC will give full refunds to all paid booths. ***You will not be assigned a booth number until you are paid in full. After January 31, 2017 all unpaid booths will be open to all outside vendors. The vendor coordinator has the right to change your booth if he/she finds it necessary and will notify you by email about the change.

For more information, contact:

soschangarholiday@yahoo.com

Michele Davis, Vendor Coordinator: 940-782-8427

For Hangar Holiday Committee Use Only

Date Received:

Postmark Date:

Amount Received:

Check Number:

Booth Number:

Please read entire contract before submitting