



It's time to register for Townsquare Media Waterloo's World's Largest Garage Sale!

Saturday, September 29 from 7am-3pm in Estel Hall at the National Cattle Congress

Enclosed with this letter you will find:

- ~ Information Sheet
- ~ Registration Form
- ~ Credit Card Authorization Form
- ~ Booth Map

As a returning vendor to the Townsquare Media Waterloo's World's Largest Garage Sale you are given the opportunity to register for your booth(s) before everyone else in the Cedar Valley!!

But remember.....Booths are filled on a first come, first serve basis and they fill up FAST!!

Here is how to register:

1. Read the 2018 Spring WLGS Information Sheet. Please call Megan at 319-833-4851 if you have any questions.
2. Select the booth number(s) you would like from the 2018 WLGS Booth Map
 - o Please also select 2nd & 3rd choices.
3. Determine whether you need an Iowa Sales Tax Permit or if you qualify as a "Casual Sale". Remember, as of July 1, 2016 the State of Iowa no longer issues temporary tax permits. For more information on Casual Sales and Permanent Tax permits or questions about your status, please call Michelle Ramsey at the State of Iowa (515-725-2375)

o In order to help determine your status, answer the following 3 questions:

- 1. Is what I am selling going to make me a profit?**
 - IF NO, proceed to question #2
 - IF YES, please provide your tax ID # on the registration form or apply for one
- 2. Do I participate in sales/garage sales MORE THAN 2 times per year?**
 - IF NO, proceed to question #3
 - IF YES, please provide your tax ID # on the registration form or apply for one
- 3. Am I selling personal or used items?**
 - If YES, you are classified as a Casual Sale.
 - If NO, please provide your tax ID # on the registration form or apply for one

**NEW 2018
TAX PERMIT
INFORMATION**

4. Complete the 2018 Fall WLGS Registration Form
5. Drop off, Mail, Fax or Email your completed registration form **WITH payment** to:
 - o Townsquare Media Waterloo, Attn: WLGS, 501 Sycamore St, Suite 300, Waterloo, IA 50703
 - o Fax: 319-833-4993
 - o Email: megan.carroll@townsquaremedia.com

Any questions, please call Megan at 319-833-4851 or stop by our offices in the Blacks Building, downtown Waterloo between 8am & 5pm, Monday through Friday

World's Largest Garage Sale Information Sheet

September 29, 2018 7a-3p

WHEN AND WHERE

- The World's Largest Garage Sale will be held Saturday, September 29, 2018 from 7:00 a.m. to 3:00 p.m. in Estel Hall on the National Cattle Congress Grounds in Waterloo, IA. If necessary, Townsquare Media Waterloo reserves the right to move the sale to a different location.
- **All booth holders must bring their own table(s), etc. for displaying their merchandise.**
- Townsquare Media Waterloo will promote the World's Largest Garage Sale on KCRR, K98.5, Q92.3, and AM950 KOEL beginning Monday, July 29.
- Cost of admission is **\$3 per person** the day of the event. Booth holders will be allowed up to 4 free wristbands (per booth) for admission.

BOOTHS & RESERVATIONS: No booth is officially reserved until payment and paperwork are completed and RECEIVED by Townsquare Media Waterloo. Check, credit card or money order ONLY. (No cash, please).

- **Premium Booths:**
 - There are a LIMITED number of premium booths. These are the first booths inside of the main entrances.
 - Cost is \$85 per booth. You may reserve more than one premium booth; however, there is NO discount for multiple premium booths.
- **Regular Booths:**
 - Cost is \$50 per booth. If you reserve two or more booths, the cost is \$45 per additional booth.
- **To reserve your booth:**
 - Drop off, mail, fax or email your completed reservation form with payment to our offices at 501 Sycamore St, Suite 300, Waterloo, IA 50703. Fax # 319-833-4993. Email WLGS@townsquaremedia.com.
- **Confirmation of reservation:**
 - You will receive a confirmation packet approximately **1-2 weeks** prior to the event date.
 - Your packet will include:
 - Confirmation letter and booth map
 - Four (4) **NUMBERED** wristbands for booth holder admission. These wristbands **MUST** be worn at all times on the day of the event. Any lost, stolen or misplaced wristbands will need to be purchased for \$1 per band. (Any additional wristbands needed for multiple booths can be obtained during setup.)
- Townsquare Media Waterloo reserves the right to cancel this event by September 17th, 2018. In the event of a cancellation by Townsquare Media Waterloo, all booth holders will be given a full refund. Any payment received after booths have been filled with be returned.

SETTING UP

The venue will be open **Friday, September 28, from 12:00 p.m. to 7:30 p.m.** for set-up; all doors will be opened for vendor convenience. Please remember to be courteous and respectful of other vendors and the venue. We will re-open the venue at 6:00 am on Saturday, September 29 for vendors to finalize their booth(s); only the two main doors will be opened. All merchandise must be brought in on Friday, September 28. No merchandise will be permitted in on Saturday, September 29, **unless first approved.** All items must be removed from the venue **by 4:00 pm**, Saturday, September 29.

UNSOLD MERCHANDISE

Booth holders are responsible for any unsold merchandise at the conclusion of the event. **Failure to remove unsold merchandise will result in the inability to participate in future sales.** There will be a dumpster available to dispose of unsold merchandise. We will make every effort to secure a truck for any unsold merchandise you would like to donate.

ITEMS THAT MAY NOT BE SOLD

Booth holders will not be permitted to sell or bring in any of the following items: food or drink items, guns, knives or other weapons (no matter how small), and no adult reading/visual material.

GENERAL NOTES

- No animals, other than service animals, will be permitted into the building.
- No smoking within 50 feet of the building.
- No playing or singing of music.
- Children must be accompanied by an adult at all times.

Please call Megan at 319-833-4851 with any questions, or visit us during our office hours, Monday-Friday from 8am to 5pm.



TOWNSQUARE MEDIA WATERLOO'S WORLD'S LARGEST GARAGE SALE

SATURDAY, September 29, 2018--Estel Hall, National Cattle Congress Grounds, Waterloo IA

YOUR INFORMATION			
FIRST NAME: _____	LAST NAME: _____		
BUSINESS NAME: _____			
ADDRESS: _____			
CITY: _____		STATE: _____	ZIP: _____
PHONE: _____		EMAIL: _____	

BOOTH REQUEST SECTION				
STANDARD BOOTH: \$50 1st booth, \$45 additional booths **PLEASE MAKE 3 BOOTH CHOICES**				Total Owed:
# Booths Needed: _____	1st: _____	2nd: _____	3rd: _____	
PREMIUM BOOTH: \$85 **PLEASE MAKE 3 BOOTH CHOICES**				Total Owed:
# Booths Needed: _____	1st: _____	2nd: _____	3rd: _____	

CASUAL SALE QUALIFICATIONS		
1) Is what I am selling going to make me a profit?	NO <input type="checkbox"/>	If no, proceed to question #2
	YES <input type="checkbox"/>	If yes, please provide your tax ID # above.
2) Do I participate in sales/garage sales MORE THAN 2 times per year?	NO <input type="checkbox"/>	If no, proceed to question #3
	YES <input type="checkbox"/>	If yes, please provide your tax ID # above.
3) Am I selling personal or used items?	YES <input type="checkbox"/>	If yes, you qualify as a Casual Sale.
	NO <input type="checkbox"/>	If no, please provide your tax ID # above.

SALE TYPE		
If you are participating as a Casual Sale, write "Casual Sale" here:	If you do not have a sales tax ID # and do not qualify as a Casual Sale, please apply for one and write "Applied For" here:	Sales Tax ID #

LIABILITY RELEASE AND HOLD HARMLESS AGREEMENT

("Vendor") hereby agrees that it will not hold liable Townsquare Media Waterloo, radio station(s) [KOEL-FM, KOEL-AM, KCRR, KKHQ], and their parents, subsidiaries, affiliates, members, directors, officers, employees and agents ("Waterloo") for any loss, injury or damage to Vendor's property or the Vendor's employees, representatives or agents, due to fire, theft, accidents or any cause whatsoever that may arise or occur in connection with their participation in the "[World's Largest Garage Sale]" being held on [September 29], 2018 and set up on [September 28], 2018 at [Estel Hall, National Cattle Congress Waterloo, IA] (the "Event"). Vendor hereby covenants and agrees to indemnify and hold Townsquare Media Waterloo harmless from and against any and all claims, liabilities, losses and costs (including reasonable attorney's fees) arising from or in connection with Vendor's participation in the Event (meaning, without limitation Vendor's acts and omissions or the acts or omissions of Vendor's employees, affiliates or representatives and any products and services provided by Vendor in connection with the Event.

By signing this agreement, you hereby agree to the terms expressed above and that the information you provided is accurate to the best of your knowledge.

SIGNATURE: _____

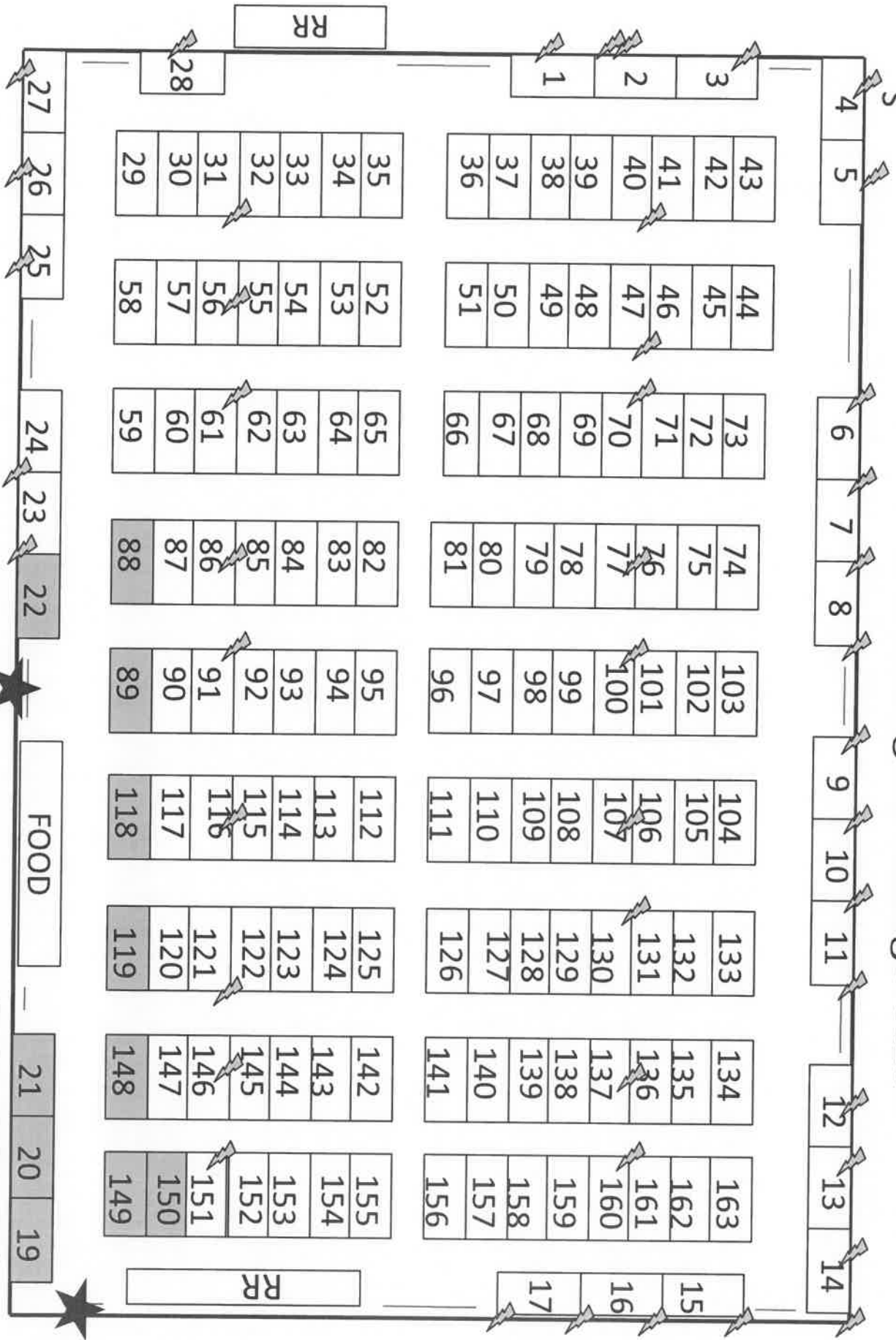
DATE: _____

<p>PAYMENT REQUIRED WHEN SUBMITTING THIS FORM.</p> <p>CHECK, CREDIT CARD OR MONEY ORDERS ARE ACCEPTED. NO CASH!</p> <p>NO REFUNDS WILL BE GIVEN</p> <p>Townsquare Media Waterloo, 501 Sycamore St., Suite 300 Waterloo, IA 50703</p> <p>Phone 319-833-4851 Fax 319-833-4993</p> <p>megan.carroll@townsquaremedia.com</p>

OFFICE USE ONLY	
Booth #	
Payment Type:	
Date Rcvd:	

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The World's Largest Garage Sale



KEY

- = Electrical
- = Premium Booth
- = Booth Reserved



CREDIT CARD AUTHORIZATION FORM

Processing Date: _____ Transaction Amount: _____

Booth Holder Name: _____

Event: WLGS

Credit Card Type: _____ Expiration Date: _____

Credit Card Number: _____
(16 digits 15 digits for Amex)

CVV2/CID Number (Security Code): _____ (3 digits or 4 digits for Amex)

Card Holder's Name:

Name (as it appears on credit card) _____

Phone: _____ Email: _____

Card Holder's Billing Address (as it appears on card holder's credit card statement):

Street 1: _____

Street 2: _____

City: _____ State: _____ Zip Code: _____

Customer Authorization Signature

By signing this authorization, I authorize Townsquare Media Waterloo to charge my credit card in the amount of the total shown above. If the company is unable to process my payment, I will be responsible for an alternate payment arrangement and any late fees which result.

By signing this authorization, I acknowledge that I have read and agree to all of the above and all information given is complete and accurate.

Cardholder's Signature _____ Date: _____