

World's Largest Garage Sale Information Sheet

September 28th, 2019-7a-3p

WHEN AND WHERE

- The World's Largest Garage Sale will be held Saturday, September 28th 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), drop cords, power strips, 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 29th.
- 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 # 319-833-4866. Email Jeremy.green@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 with booth number confirmed.
- **Wristbands for booth holder admission given the day of set up.** 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 July 22nd, 2019. 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 will be returned.

SETTING UP

The venue will be open **Friday, September 27th, 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 28th for vendors to finalize their booth(s); only the two main doors will be opened. **All** merchandise must be brought in on **Friday, September 27th**. No merchandise will be permitted in on Saturday, September 28th, **unless first approved**. **All** items must be removed from the venue **by 4:00 pm**, Saturday, September 28th.

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