

World's Largest Garage Sale Information Sheet

October 1, 2016 7a-3p

WHEN AND WHERE

- The World's Largest Garage Sale will be held Saturday, October 1, 2016 from 7:00 a.m. to 3:00 p.m. in Estel Hall on the National Cattle Congress Grounds in Waterloo, IA. If necessary, Waterloo Broadcasting 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.**
- Waterloo Broadcasting will promote the World's Largest Garage Sale on KCRR, K98.5, Q92.3, and AM950 KOEL beginning no later than Monday, August 1, 2016.
- Cost of admission is **\$3 per person** the day of the event. Booth holders will be allowed no more than 4 free wristbands (per booth) for admission.

BOOTHS: No booth is officially reserved until payment and paperwork are completed and RECEIVED by Waterloo Broadcasting.

- **Premium Booths:**
 - There are a LIMITED number of premium booths, as determined by Waterloo Broadcasting. These are the first booths inside of the main entrances.
 - Cost \$85 per one 10'x20' (approximately 200-sq-ft) booth. You may reserve more than one premium booth; however, there is NO discount for multiple premium booths.
- **Regular Booths:**
 - Cost \$50 per one 200-sq-ft booth. If you reserve two or more booths, the cost is \$45 per additional booth.

RESERVATIONS: No booth is officially reserved until payment and paperwork are completed and RECEIVED by Waterloo Broadcasting.

- To reserve your booth:
 - **DROP OFF:**
 - Drop off your completed reservation form with payment to our offices at 501 Sycamore Street, Suite 300, Waterloo.
 - **MAIL:**
 - Mail your completed reservation form with payment to Waterloo Broadcasting, Attn: WLGS, 501 Sycamore Street, Suite 300, Waterloo, IA 50703
 - **PLEASE NOTE:**
 - No reservation will be made until both the registration form and payment are received. Check, credit card or money order ONLY. (No cash, please).
- Confirmation of reservation:
 - You will receive a confirmation packet approximately **1-2 weeks** prior to the event date.
 - Your packet will include:
 - Confirmation letter
 - 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.)
- Waterloo Broadcasting reserves the right to cancel this event by September 19, 2016. In the event of a cancellation by Waterloo Broadcasting, 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 30, 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. Children must be accompanied by an adult at all times. We will re-open the venue at 6:00 am on Saturday, October 1 for vendors to finalize their booth(s); only the two main doors will be opened. All merchandise must be brought in on Friday, September 30. No merchandise will be permitted in on Saturday, October 1, **unless first approved**. All items must be removed from the venue **by 4:00 pm**, Saturday, October 1.

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. A Good Will truck will be onsite 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: any 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 Waterloo Broadcasting at 319-833-4850 with any questions, or visit us during our office hours, Monday-Friday from 8am to 5pm.