

World's Largest Garage Sale Information Sheet

September 30, 2017 from 7am to 3pm

WHEN AND WHERE

- The World's Largest Garage Sale will be held Saturday, September 30, 2017 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 31, 2017.
- 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: Approximately 10'x20'**
 - 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: Approximately 10'x20'**
 - 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 melissa.kramer@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 15, 2017. 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 29, 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 30 for vendors to finalize their booth(s); only the two main doors will be opened. All merchandise must be brought in on Friday, September 29. No merchandise will be permitted in on Saturday, September 30, **unless first approved**. All items must be removed from the venue **by 4:00 pm**, Saturday, September 30.

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 donation truck for any unsold merchandise..

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 contact Melissa at 319-833-4851 or wlg@townsquaremedia.com with any questions, or visit us during our office hours, Monday-Friday from 8am to 5pm, 501 Sycamore St, Suite 300, Waterloo