



108th National Cattle Congress Fair September 13 – 16, 2018

ESTEL HALL HOURS:

Thursday	9/13/18	from 10am–8pm
Friday	9/14/18	from 10am–8pm
Saturday	9/15/18	from 10am–8pm
Sunday	9/16/18	from 10am–6pm.

SETUP HOURS: Estel Hall and Outdoor Spaces setup will be on Tuesday 9/11/18 and Wednesday 9/12/18 from 8am to 8pm. Overnight security will commence on Tuesday night at 6pm. Exhibitors are to enter thru the East Center Doors of Estel Hall to pick up badges and direction to exhibitor booth. The Exits will be thru the west & north doors of Estel Hall when prepared and unloaded. **All exhibits MUST be set up by 8:00 pm on Wednesday, September 12th 2018. FAILURE TO NOT SET-UP DURING THESE TIMES WILL CAUSE DEPOSIT TO BE FORFITTED. DURING SETUP – PLEASE DO NOT BLOCK ANY DOORS OF ESTEL HALL WITH PARKED VEHICLES AND TRAILERS.**

EXHIBITOR ENTRANCES: Exhibitor entrances for Estel Hall will be the overhead garage door on the east side of Estel Hall ONLY. All other doors including the North and West doors will remain locked until the building opens to the public at 10:00 am each morning. The Eastside overhead garage door will open at 8:30 am each day for exhibitors to enter the building and/or replenish their stock. Vehicles may enter the grounds at 8:30 am. **All vehicles MUST be removed from the grounds to their designated parking lots by 9:15 am each day.**

PARKING: All vehicles must park in designated parking lots outside the gates during all hours of the fair. Exhibitors should park in Lot C (North parking lot). Trailers are to be parked in a designated parking lot as well. Please ask a staff member to show you where to park vehicles or trailers if you are unsure.

REGISTRATION & EXHIBITOR BADGES: FIRST THING: PLEASE REGISTER INSIDE THE EAST DOOR OF ESTEL HALL PRIOR TO SETTING UP. If you have not purchased your vendor passes, you can purchase them at check-in. No passes will be sold after 8pm on Wednesday 9/12/18. **Anyone NOT presenting vendor passes at the gate Thursday thru Sunday will be charged gate admission, NO EXCEPTIONS. WE CANNOT ISSUE EXHIBITOR BOOTHS WITHOUT BOOTH PAYMENT & DEPOSIT IN FULL, A COPY OF YOU SALES TAX NUMBER and COPY OF INSURANCE LISTING THE NATIONAL CATTLE CONGRESS AS THE ADDITIONALLY INSURED.**

ELECTRICITY: If electricity is needed, please bring a 20-40 foot grounded extension cord for exhibitor booth. All questions regarding electrical hook-ups and other requirements during setup and show hours should be addressed to the grounds' electrician located on the North side of McElroy Auditorium.

SALES TAX PERMITS: All Exhibitors selling anything at the National Cattle Congress Fair MUST have an Iowa Sales Tax Permit. The State of Iowa no longer recognizes Temporary Tax I.D's, as of July 1, 2016, the Department no longer issues temporary tax permits. Vendors who used temporary permits in the past should apply for a permanent Iowa tax permit. To apply for a permanent permit, complete and submit the Iowa Business Tax Registration form on our website at: <https://tax.iowa.gov/please-read-you-register-your-business>.

CERTIFICATE OF INSURANCE: Lessee of any space or exhibitor assumes all risks of loss, injury, or damage of every kind or nature, however caused including the negligence of Lessor or any of its employees, agents, or otherwise to property of any kind or nature belonging to or brought upon the premises by Lessee or exhibitor, or personal injury to any and all claims or suits growing out of any such loss, injuries or damage. Lessee is required to obtain the following MINIMUM limits: Bodily Injury Liability \$1,000,000 per occurrence, \$1,000,000 annual aggregate; Property Damage Liability \$50,000 per occurrence, \$50,000 annual aggregate. The policy will contain a clause adding the NATIONAL CATTLE CONGRESS as an "additional named insured" and will also contain a provision whereby the National Cattle Congress will be given a 30 day notice of cancellation. A certificate of such insurance will be required to be filed with the National Cattle Congress by AUGUST 1, 2017. In the event that such certificate is not filed by the prescribed date, the National Cattle Congress will obtain insurance with limits as described above and the Lessee will be liable for the cost of such insurance. In all cases, settlement for insurance must be made before exhibitor credentials will be issued.

OFFICIAL CLOSING: Sunday, September 16th at 6:00 PM is the official fair close time! **No exhibit shall be dismantled, packed, or removed from their respective positions until that time! If an exhibitor should leave prior to that time, deposit checks will NOT be returned.** Exhibitors who plan to pick up exhibit materials on Monday, September 17th; please pack up all materials and move everything to the back of your booth before leaving Sunday night. Unplug all electrical cords and remove any signs from the curtain poles. Move out times are Sunday, September 16th from 6:00 PM to 8:00 PM, and Monday, September 17th from 9:00 AM to 5:00 PM. **PLEASE DO NOT BLOCK ANY DOORS OF ESTEL HALL WITH PARKED VEHICLES AND TRAILERS.**

DECOR: Special Occasions, a division of Black Hawk Rental, is the Official Fair Decorator. They will have an area inside Estel Hall on September 11th and 12th during setup hours. Exhibitors are encouraged to cover and skirt tables. Convention order forms can be found online at www.specialoccasionsrental.com. **PLEASE ORDER ONLINE!**

MEDICAL STAFF: Will be available on the grounds during the fair. Please do not call an ambulance if one is needed. Please call the National Cattle Congress Main Office at 319-234-7515 or go to the Pepsi Pavilion Office. Also, the information booth will be able to radio for medical staff to go to the area needed.

CLEANUP AND LITTER CONTROL: Special emphasis is placed on "litter control". Cooperation is asked from every exhibitor to please keep their area clean and to remove any litter at all times. If there is an area that needs a trash/litter receptacle, please assist us by letting the National Cattle Congress staff know at the NCC Pavilion Office.



257 Ansborough Ave.

P.O. BOX 298

WATERLOO, IA 50701

PHONE: 319-234-7515 FAX: 319-234-8865

E-MAIL: heather@nationalcattlecongress.com