

NORTHEAST DISTRICT NATIONAL CATTLE CONGRESS

2017 BLUE RIBBON FAIR OF THE YEAR



September 13 – 16 2018

Voted the “2017 Blue Ribbon Fair” Award

as the Northeast District

Fair of the Year

By the Board of Directors of the Association of Iowa Fairs

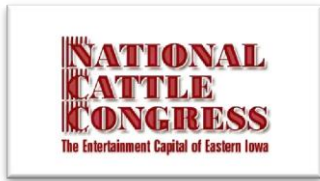
National Cattle Congress Est. 1910

PO Box 298 – Waterloo, IA 50704

319.234.7515

Nationalcattlecongress.com

info@nationalcattlecongress.com



Important Dates to Remember

- April 30, 2018 Signed Vendor Applications is due. No Space Rental Contract will be issued if Application is not fully completed.
- May 1-5, 2018 A link with Vendor Space Rental Contracts will be emailed to approved applicants to complete online. \$25 inconvenience fee will be applied to all vendors that require paper printing and mailing and or faxing.
- July 15, 2018 Signed contracts are due with full payment, deposit and insurance.
- July 31, 2018 Cancellations on or before this date will only receive a 50% refund thru July 31, 2018.
The items below must all be turned in or a late fee of \$100 will be assessed.
Signed Space Rental Contract, Current certificate is on file or has been purchased through the Fair Office
- Full payment of any rent/fees
- August 1, 2018 Late fee is applied
Cancellations on or after this date will not receive a refund
- September 11 & 12, 2018 Vendor Set-up from 11am – 8pm. No Vendor will be allowed to set up unless all paperwork and payments are completed and turned in. Any Vendor that has not set-up by 8pm on September 12, 2018 will forfeit their entire deposit.
Vendors & Exhibitors may purchase vendor admission tickets at Estel Hall check-in.
- September 13 – 16, 2018 108th National Cattle Congress Fair
- September 21, 2018 Indoor Exhibitors must have displays completely removed, unless permission has been granted by the Manager.

Documents Required Prior to the Fair

Application

Applications will be emailed to Vendors and Exhibitors wishing to exhibit and sell at the Fair and must be returned no later than April 30, 2018.

Rental Space Contract

This policy (Space Rental Guide) shall be incorporated into and made a part of the National Cattle Congress Fair Association, Inc. (hereinafter "Fair") space rental contract which must be signed by each exhibitor and concessionaire (hereinafter "Exhibitor"). Violation or noncompliance with any of these terms will be grounds for Fair to void Exhibitor's space rental contract.

Space costs are stated on each space rental contract in accordance with rates established by the Fair Executive Committee. Failure to pay on schedule may cause the contract to be canceled with no refund of any amount already paid. In the event all payments due have not been made by the Exhibitor to Fair by August 1, there will be a \$100 late fee charged and discounted exhibitor admission tickets will not be issued until full payment is received.

Contracts, the locations they cover, and the right to conduct business thereon may not be transferred, sold, assigned, sub-leased, devised by will or otherwise disposed of without written consent of the Fair. Only goods, services, business and information as stated in Exhibitor's space rental contract may be exhibited, displayed, operated, or sold at assigned location. No deletion or other change in the space rental contract may be made without authorization of Fair management. The Fair reserves the right to require immediate removal from the fairgrounds of any items deemed in its sole discretion to be inappropriate or objectionable.

Signing of space rental application/contract conveys permission for Fair to use Exhibitor's name and list of products in the promotion of the fair, to include but not be limited to, Fair website, unless specific written request to the contrary is received by Fair from Exhibitor.

Space rental contract is valid for the period as stated therein. No right is created nor there be an expectation that the contract will be extended or renewed. The Fair will annually review the performance of each Exhibitor with the object of offering the opportunity to enter into a new contract for another term to as many as appropriate and possible. Notice of this renewal opportunity will be sent to Exhibitor and the deadline for its return is April 30, 2018.

The Fair assumes no liability for loss or damage of property of Exhibitor due to fire, weather conditions, theft, vandalism or any other cause.

Certificate of Liability Insurance

All Exhibitors must have general public liability insurance coverage of no less than \$1,000,000 combined single limit, per occurrence, on operations at the National Cattle Congress Fairgrounds. Current certification of insurance coverage naming the National Cattle Congress as additional insured or full payment for policies offered by the Fair is required at the time space rental application is made and submitted.

If the fair does not receive a current certificate of insurance naming National Cattle Congress as additional insured by August 1, 2018 ALL Vendors and Exhibitors will be assessed the fee for the Fair's group liability policy, \$65.00.

Exhibitor shall be solely responsible for any and all injuries to persons, or damages of property, or any other injury, claim, damage or loss of whatever nature, arising directly or indirectly from their operation. The exhibitor shall INDEMNIFY, SAVE and HOLD HARMLESS the National Cattle Congress and its employees, agents, and volunteers from and against all liability, loss, damages, claims, costs and expenses (including attorney fees) arising out of injury to persons or damages to property or any other injury, claim, damage, loss, cost, or expense arising from their operation.

Failure to comply will result in forfeiture of space and cancellation of contract without refund.

- Additional insured must be listed as: National Cattle Congress
- Certificate Holder must be listed as: National Cattle Congress – 257 Ansborough Ave. – Waterloo, IA 50702
- Coverage must be in effect for the MONTH OF SEPTEMBER, expiring no earlier than Sept. 22, 2018.
- The name of the “Insured” exhibitor must match what is printed on the Space Rental Contract. You must list any DBAs for your business on the Certificate of Insurance if different from that listed on the Space Rental Contract
- Exhibitor shall provide a Certificate of Liability Insurance no later than August 1, 2018, or you may be subject to automatic purchase of insurance from the National Cattle Congress Fair's insurance provider. Should you choose and or be subject to purchase insurance from our insurance provider, please submit \$65 per booth space. If dates must be referenced in the Description of Operations box, please reference “National Cattle Congress Fair held annually in September, including setup and tear down.” This reference eliminates the need for date revision each year. All certificates must be submitted electronically with contract and or emailed to info@nationalcattlecongress.com or mailed to: National Cattle Congress Fair PO Box 298 - Waterloo, IA 50704. Should you or your agent have any questions, please do not hesitate to contact us at 319.234.7515.

Prior to the Fair - Fair Credentials, Regulations and Rent

Space Rental Rates

10 x 12 - \$150.00

10 x 24 - \$250.00

20 x 24 - \$500.00

Payments

The FULL Balance is due when submitting your contract online, on or no later than August 1, 2018. Any amount not paid by August 1, 2018 will be considered delinquent and will be assessed a penalty of \$100.00.

Vendor Admission Tickets

The National Cattle Congress Fair has changed their policy on vendor badges for all Exhibitors and Vendors. ALL Exhibitors and Vendors must pay vendor admission. These tickets will be available at check-in on September 11th & 12th at the East end of Estel Hall. The cost per ticket per day for vendors is \$5.00, with a limit of 8 tickets per 10 x 12 booth and 16 tickets per 10 x 24 booth. All Vendor Admission Tickets must be purchased during check-in or regular admission prices are assessed during the fair if an advance vendor ticket is not presented at gate.

Inconvenience Fee

ANY and ALL contracts and applications that require printing, mailing and or copies, the vendor will be subject to a \$25.00 inconvenience fee. Please email all applications back to info@nationalcattlecongress.com and submit all contracts, insurance and payments thru the online link for the Fair.

Refund Policy/Exhibitor cancellation of Rental Space

An exhibitor may submit a request for cancellation of space at any point. Any contract cancelled on or before July 31, 2018 will incur a 50% of contract and deposit cancellation fee. Any contract cancelled after August 1, 2018, for any reason, regardless of when contract was issued, will not receive a refund and complete contract and deposit price will be due.

Deposit

Deposit will be given back or refunded to exhibitor following the fair, IF the exhibit/booth is still intact & nothing has been removed by the 6pm closing hour on the last day of the Fair, the Vendor is open on time, the Vendor does not close early or open late and keeps booth area tidy. Exhibitor forfeits refundable deposit if ANY tear down is started prior to 6 pm closing on the last day of the fair.

Verbal Agreements

There is to be no alterations to this contract unless approved by Manager. No verbal agreements, unless specified in this Contract will be honored, no exceptions.

Products and Information

Exhibitor MUST list a FULL LIST of all items to be sold. If you are selling from a work at home business, i.e.: Scentsy, Mary Kay, IT Works, etc., please list as well. Only what is listed may be sold, NO EXCEPTIONS.

Selling items not listed on your contract is cause for loss of deposit and may be asked to leave the Fair.

Sponsorships

Commercial exhibitors and vendors are encouraged to be a sponsor of the National Cattle Congress Fair. Sponsorships could include ribbons, in-kind donations and labor/supplies, prizes for special contests, etc. Please include sponsorship payment with your vendor application and see how you can receive your booth for Free or at a discounted rate.

Booth Spaces

Lessee will conduct his business in a quiet and orderly manner, keep his place neat and clean, and deposit all rubbish, garbage, paper, etc., in receptacles. Lessee agrees to man their booth at all times. Lessor reserves the right of approval on all buildings, tents, and enclosures, along with right of access to premises at all times. Inside concessions shall not exceed 8' in height along back edge of booth.

Lessee shall post in a conspicuous manner at all times a sign showing prices, approved by the Lessor, of meals, lunches, drinks and all other articles sold under this contract. Signs must not obstruct other concessions or booths. Lessor reserves the right to approve or deny the use of any and all signs.

Violation

Violation of any of the terms and agreements hereof, shall at the election of the Lessor, cause the whole amount of this contract to become due and work a revocation and forfeiture of all rights and privileges herein granted to Lessee, and in the event of such breach by Lessee and such election by Lessor, any and all sums paid or contracted to be paid under this contract to Lessor shall be and become the property of said Lessor as liquidated damages for said breach.

This contract or the privileges granted herein, or any part thereof, cannot be assigned or otherwise disposed of without the written consent of Lessor.

Lessee agrees that every member connected with said concession, or other purpose for which said premises is rented, shall abide by, conform to, and comply with all laws of the United States and the State of Iowa, and all ordinances of the City of Waterloo and the rules and regulations of Lessor for the government and management of said premises.

Lessee agrees to exclusively honor, utilize and purchase product from any designated national sponsor (i.e. soft drink, water, food manufacturer, etc.) that the Lessor would contract for exclusivity during the National Cattle Congress. Only listed items on contract can be sold. There is a \$650.00 fine for vendors who bring items not listed on contract or in the above listed sponsored items. Sponsored items must be purchased from NCC.

Audio and Sound

Loud speakers, amplifiers, radios, TV sets and other sound devices must receive the approval of management. Management reserves the right to adjust sound levels or to prohibit such equipment. **NO HELIUM EQUIPMENT WILL BE ALLOWED IN EXHIBIT HALLS.**

Delivery Conditions

Outside Concessionaires may drive onto the inner grounds by using Gate 6 or 7 between 8:30 a.m. and 9:30 a.m. each day for the purpose of replenishing stock after which vehicles must be returned to the designated parking area **ONLY! ALL VEHICLES MUST BE OFF THE GROUNDS BY 9:30 A.M. DAILY.**

Losses and Damages

National Cattle Congress is **NOT** responsible for any damage, or damage due to loss of electrical power to unattended vendors' trailers. Trailers cannot be on the grounds before the Tuesday of the fair. (This is so that carnival can setup)



2018 National Cattle Congress Fair September 13th, 14th, 15th & 16th 2018 Vendor & Exhibitor Application

Thank You for your interest in being an exhibitor at the National Cattle Congress Fair. Please fill out the following information and if your booth meets the needs and criteria of our Fair, a representative will contact you and provide you with your booth space contract. This is only an application for space rental, this is not a contract to rent space, do not send money with this application.

Company _____

Contact Name _____

Address _____

Email Address _____

Phone # _____

Exhibit Purpose – Products or services to be displayed or sold

(Use additional pages, if needed. Support materials may be submitted to accompany this application form, i.e., photographs, brochures, etc. Submitted support materials become the property of the National Cattle Congress.)

(Please see other side to complete application)

Please check the size of booth space needed:

- 10 x 12 \$150.00
- 10 x 24 \$250.00
- 20 x 24 \$500.00

(Space desired must include room for all awnings, tie downs, overhangs, trailer hitches, etc.)

Please list references from two fairs or trade shows which you participated in during 2017.
(List complete event name, coordinator, and phone number)

1. _____

2. _____

Applicant agrees to abide with all National Cattle Congress Fair rules and regulations, and that the information in this application form is complete and true, to the best of their knowledge.

Signature

Date

Important Notice

Application Deadline April 30, 2018. Earlier is better.

Please submit your application to info@nationalcattlecongress.com. A NCC representative will contact to you if your booth is accepted. A \$25 inconvenience fee will be applied to all applications and all paperwork that require printing, copying, faxing or mailing.

National Cattle Congress
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