



2022 NCC Fair Vendor Information

SETUP HOURS:

Estel Hall and Outdoor Spaces setup will be on Monday 9/19/22 & Tuesday 9/20/22 from 10am-8pm. Overnight security will commence on Monday night at 8pm. Exhibitors are to enter thru the East Center Doors of Estel Hall to check-in and to be escorted to their 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 Tuesday 9/20/22.**

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.

2022 FAIR EXHIBITOR CHECK-IN: **FIRST THING: PLEASE REGISTER INSIDE THE EAST DOOR OF ESTEL HALL PRIOR TO SETTING UP.** If you have not purchased your Vendor Tickets, you can purchase them at check-in. Anyone NOT presenting Vendor Ticket at the gate Wednesday thru Sunday will be charged regular gate admission, NO EXCEPTIONS. No Exhibitor will be allowed entrance or to set-up until Booth is paid in full, deposit is paid and a copy of current insurance is on file.

2022 FAIR EXHIBITOR ENTRANCES: Exhibitor entrances during Fair 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 9am each morning, except for Wednesday when the hall is open from 5pm-9pm. The Eastside overhead garage door will open at 8am each day for exhibitors, 3:30pm on Wednesday to enter the building and/or replenish their stock. Vehicles may enter the grounds at 8am. All vehicles MUST be removed from the grounds to their designated parking lots by 8:30 am each day.

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.

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, 2022. 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.

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.

OFFICIAL CLOSING:

Sunday, September 25, 2022 at 8:00 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 26th 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 25th from 8:00 PM to 11:00 PM, and Monday, September 26th from 9:00 AM to 4:00 PM.