

National Cattle Congress Fair

September 20-24, 2023

Exhibitor and Vendor Application

(Application only, once approved, contract will be sent out)



COMPANY NAME: _____

CONTACT: _____

MAILING ADDRESS: _____

PHONE #: _____

EMAIL: _____

Exhibit Purpose: Please provide a full list of the products, services, or information to be displayed and or sold. NCC reserves the right to allow certain items to NOT be sold.

Application **MUST** include photo of Booth OR Display.

- **FOOD VENDOR** - \$20 per front footage and 12% of all gross sales: _____ footage

All Food Vendors **MUST** purchase drinks (soda, water, etc.) from NCC. All Food Vendors must have food permit. NCC reserves the right to deny any product/item to be sold

- **ESTEL HALL VENDORS/EXHIBITORS**

10' x 10' - \$150.00	_____	10' x 20' - \$250.00	_____
10' x 40' - \$500.00	_____	10' x 30' - \$325.00	_____
20' x 20' - \$500.00	_____	20' x 40' - \$750.00	_____
20' x 60' - \$1000.00	_____		

Fair Expo Insurance - \$100.00 _____ (available if Exhibitor is un-able to obtain insurance on booth)

Each Vendor is required to purchase vendor tickets at \$5.00/day/person.

All vendors are required to pay

a \$100.0 deposit, which is refundable at the conclusion of the Fair.

The prices above do not include the \$100.00 deposit.

Please list references from two fairs or trade in which you have recently participated in:

- | | |
|---------------------|---------------------|
| 1. Event Name _____ | 2. Event Name _____ |
| Coordinator _____ | Coordinator _____ |
| Phone Number _____ | Phone Number _____ |

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

Please submit your application to info@nationalcattlecongress.com. A NCC representative will contact to you if your booth is accepted.

NCC Fair - Rules and Regulations



Booth and Area

1. Sidewalls over four feet tall may not extend out from the backdrop more than one-half the depth of the space unless mutually agreed to by adjoining parties.
2. All tables must be skirted to the floor. If backs of the tables show to the public, they must be covered also.
3. All storage boxes must be out of sight.
4. No signage may be attached to any portion of NCC Fair buildings without approval of management.
5. All booths must be staffed and open to the public as stated on each contract.
6. The depth of the booth is specified in the contract and no part of the booth may extend out in the aisle any further than the contracted depth.
7. Maximum booth height — 12 feet.
8. All items for sale must be visibly priced. Food concessions must have a menu board with prices clearly readable. Handwritten signs are not acceptable.
9. All personnel must work from the confines of the booth. At no time will they be allowed to work in the aisle space. If it is necessary to be closer than over a countertop, the counter must be set back into the booth at least 2 feet to allow attendant and prospective customer interaction and communication without being in the aisle.
10. No portable signage will be allowed on ground or trees surrounding food concessions.

Contract Obligation

Right to sell privileges: The Fair Board reserves the right to grant all privileges to sell and advertise commodities on the Fairgrounds.

Unauthorized sales and advertising: No one may sell or advertise merchandise, food or services or post advertising bills, signs or cards or distribute similar materials or in any way solicit on the National Cattle Congress Fairgrounds at any time without the express written permission of the NCC Fair Board or its authorized agent.

Privilege contracts: The NCC Fair Board shall issue contracts for the purpose of granting sales and advertising privileges as it deems are warranted and proper.

Limited to contracted privileges: The contractor will conduct the privileges granted by their contract according to the laws and rules of the State of Iowa, and without infringement upon the rights or privileges of others and will not handle, advertise or sell any commodity or transact any business whatsoever, except that which has been expressly stipulated and contracted for, and will confine their transactions to the space and privilege provided in that contract.

Contract renewal: Space contracts are for the period specified, and the Fair Board reserves the right to refuse renewal.

Reassignment of contracts: No contract or privilege granted by the Fair Board may be assigned or otherwise disposed of without the written consent of the Fair Board.

Board approval of space used: The contractor will not conduct or permit to be conducted on the space which they have leased, any stand, show, amusement, or exhibition of any character which does not meet the approval of the Fair Board.

Rental fee: The contractor will pay a rental fee of the amount determined by the Fair Board as stipulated in their space offer. Any payment made for space shall be refundable until June 1 of the given year. After that time, no refunds shall be made.

Building on space: Contractors will be permitted to build on space assigned them. Any part of an exhibit or concession showing to public must be finished. Any building or structure built on the space assigned must be removed within seven days of the end of the Fair unless you have written permission from the Fair Board to leave structure in place. All footings, foundations and underground segments of the structure must be removed at the exhibitor's/vendor's expense.

Approval of Board: All buildings, tents or enclosures used by the contractor must have the Fair Board's approval.

Painting and alterations: Painting, alterations or attachment to any structure owned by the Fair will be prohibited unless authorized in writing by the Fair Board.

Opening Day: All contractors will be in place and ready for public inspection by 9:00 a.m. on the opening day of the Fair.

Access: Any representative of the Fair Board shall have access to concessions or exhibits.

Quitting premises: At the expiration of contracts, contractors shall surrender possession of the premises to the NCC Fair Board without further notice to quit. Premises shall be in good repair as when possession was given, except for unavoidable wear or damage.

Electric light and power: 120/240-volt AC power is available in most buildings and outside areas. All wiring must be safe and not create a safety or fire hazard. An electric hook up charge will be included in your space offer. If Contractor needs additional electric (more than 1 plug-in) a \$40 charge will be applied to total booth fee. Heating and cooking elements as well as air conditioners, will require an additional charge. The Electric Department must be contacted when electrical connection is needed. The Electric Department staff has final authority in determining if exhibit wiring meets safety and fire code.

Use of sound: No band, orchestra, musicians, loudspeaker, amplifier, radio, or other sound device can be used unless the sound or amplification is confined to the area occupied by the contractor or otherwise approved by the Fair Board

Discrimination: Contractors shall not discriminate because of race, creed, color, national origin, religion, age, mental or physical disability, or sex and must further agree that their contract shall be terminated by the NCC Fair Board if a violation is found.

Violation of contract: Any violation of any of the Fair Board's Administrative Rules or the terms and agreements of a space sales contract, shall, at the election of the Fair Board, cause the whole amount of the contract to become due and be cause for revocation and forfeiture of all rights and privileges granted to the contractor, and in the event of a breach of rule violation by the contractor, any and all sums paid or contracted to be paid under the contract to the Fair Board shall be and become the property of the Fair as liquidated damages for the breach of the rule violation.

Insurance: All contractors must have general liability insurance with a minimum amount of \$1,000,000.00 per occurrence. National Cattle Congress Fair must be an additional insured. The wording on the Certificate should read "State of Iowa, National Cattle Congress Fair Authority, their officers, employees and agents as additional insured". A Certificate must be provided before setting up booth, showing coverage for this or coverage may be purchased through the Fair office for a nominal fee, \$100.00.

Digging demonstrations: Demonstrations of digging, trenching or excavation must be approved by the Electrical and Maintenance Departments prior to the Fair.

Gasoline engines: Demonstration of gasoline engines will be permitted in the Varied Industries Building and, on the Promenade, surrounding the building only if propelled by electric motors.

Give-aways: The sale or distribution of novelty or food items as advertising material will not be allowed unless approval is received in writing from the Fair Board. Novelty and food items include but are not limited ice cream, popcorn, hot dogs, soft drinks, coffee, etc.

Theft: National Cattle Congress Fair is not responsible for any damage to or theft of property while leasing space or conducting business on the Fairgrounds.

Inspections and Permits: All inspectors, law enforcement officials, Fair management and Concession Department employees have the right during reasonable hours, to enter a concession or exhibit booth in the discharge of their duties for the purpose of making any investigation, inspection, or re-inspection. It is the responsibility of the exhibitor or vendor to secure the necessary permits for conducting business in the state of Iowa.

National Cattle Congress Fair Est. 1910

257 Ansborough Avenue – Waterloo, IA 50701

319.234.7515

Nationalcattlecongress.com