



# Great Eastern Iowa Garage Sale 2025

## VENDOR CONTRACT

Hawkeye Downs Speedway & Expo Center | 4400 6<sup>th</sup> St SW, Cedar Rapids IA 52404  
Fri, Oct 10, 2025: 4PM - 8PM & Sat, Oct 11, 2025: 8AM - 3PM

### Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Booth Information

Booths may be purchased in 10x10 size. Multiple booths may be purchased to form larger booth sizes.

**Pricing below reflects EARLYBIRD DISCOUNT. Booth Pricing will increase by \$10 each after August 31<sup>st</sup>.**  
*If you are purchasing multiple booths, please indicate if you would prefer booths side-by-side or back-to-back.*

*Booth selections are NOT guaranteed and will be considered in the order applications and payment are received. Submitting your application early gives a better chance of receiving the booth type you request, and NRG Media will work to find a layout to best accommodate everyone's requests.*

#### Booth Selection:

☐ **10x10 Regular Booth** \$40 \_\_\_\_\_

☐ **10x10 Corner Booth** \$60 \_\_\_\_\_

☐ **10x10 Business Booth** \$200 \_\_\_\_\_

*\*There are a limited number of Business Booths.*

#### QTY:

#### Additional Needs:

☐ 110v Outlet \$10

☐ Extra Table \$25

**\*\*Consider a Business Booth Sponsorship to receive a booth AND on air promotion.**

**TOTAL AMOUNT \$ \_\_\_\_\_**

All fees must be paid in full with submissions of application. **Cash, Credit, and Check accepted!**

Each booth rental includes one table, two chairs, and two vendor passes. Renter may bring in additional tables & chairs as long as they do not exceed the dimensions of the booth space.

**Items you will be selling in your booth and any other special requests:**

*(PLEASE NOTE IF YOU'RE SELLING A CERTAIN PRODUCT OR BRAND, AS THESE OPPORTUNITIES ARE LIMITED)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### FOR OFFICE USE ONLY

Date PAID: \_\_\_\_\_ Line #: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Payment Method: \_\_\_\_\_

## Contact Information

### Admittance

For each 10x10 booth rental you will receive 2 wristbands per day. All vendors **must** have the wristband on for admittance on Friday and Saturday of the event. Vendors without wristbands will be required to pay the \$5 admittance fee, **no exceptions.**

Patrons attending the event will be charged a \$5 cover for one day pass. All proceeds collected at the door will go to NRG Media. Vendor receives all sales of items sold at their booth.

### Booth Assignment

Booth assignments will be made by NRG Media on a first come, first served basis once payment is made in full. Vendors will receive booth assignments at check-in on Friday, Oct 10th. Booths will be pre-assigned, arriving early will not let you choose your booth! If you want to be near/away from a specific vendor, please indicate in the **Special Requests** area on Page 1 of the application.

<b><u>Booth Rates are as follows:</u></b>	<b><u>10x10</u></b>	<b><u>10x10 Corner</u></b>
Early Bird Special (ends August 31 <sup>st</sup> ):	\$40.00	\$60.00
September 1 <sup>st</sup> - October 9 <sup>th</sup> :	\$50.00	\$70.00
Business Booth	\$200.00	<i>*Includes draping, skirted table, and premier location</i>

Booths must be paid in full before the deadline date to receive that rate. If paperwork is sent in, but payment is not completed, the rate will increase based on payment date.

### Advertising

NRG Media will advertise the garage sale on KFMW (Rock108), KOKZ, KXEL (1540 News/Talk), KPTY (HANK-FM), online through various digital and social media outlets, and various print sources.

### Rules

- All vendors, workers, and attendees must comply with Hawkeye Downs Speedway & Expo Center rules as well as local health rulings and regulations at the time of the event. NRG Media reserves the right to remove any person (vendor or attendee) who is exhibiting inappropriate, unsafe, or unruly behavior at their discretion with no reimbursement given.
- Each vendor shall comply, at its expense, with all applicable laws, rules, regulations, and ordinances of all federal, state, county, municipal, and other public authorities having or claiming jurisdiction affecting the Hawkeye Downs Speedway & Expo Center and this event.
- Any required sales taxes imposed by any municipal, county, state, or federal taxing authority are the responsibility of each vendor. If you have questions, visit [revenue.iowa.gov/](http://revenue.iowa.gov/) or call 515-281-3114.
- Absolutely no firearms, weapons, explosive materials, pornographic materials, tobacco, drugs, drug paraphernalia, or animals will be allowed. Any items deemed illegal to sell or possess in the state of Iowa or by any municipal, county, state, or federal authority will not be allowed.
- All vendors must comply with the Consumer Product Safety Improvement Act. In accordance with the act, recalled items are not permitted to be sold, & vendors cannot sell products that exceed the lead limit. Painted metal, wooden jewelry, & toys for children are likely offenders. (See [cpsc.gov/about/cpsia/smbus/retailers.html](http://cpsc.gov/about/cpsia/smbus/retailers.html))
- Vendor accepts all responsibility for the sale of any copyrighted or licensed materials.
- **Sale of food and/or beverage is not permitted unless prior approval is given by event organizers.**
- Vendors are not allowed to bring their own alcoholic beverages on Hawkeye Downs Speedway & Expo Center property. Alcoholic beverages may be purchased in a licensed location on that property.

- Neither NRG Media nor Hawkeye Downs Speedway & Expo Center is responsible for merchandise being sold. All items must be clean and in reasonable condition. NRG Media reserves the right to remove any items, exhibits, or signs that may be deemed offensive, unsuitable, or inappropriate.
- Booths at the Great Eastern Iowa Garage Sale are for displaying merchandise for sale. Booths are not to be used to display or hand out printed material or promotional merchandise or to conduct a petition drive for religious, political, or propaganda purposes.
- No signs or banners may be posted on any Hawkeye Downs Speedway & Expo Center property except in designated areas. NO TAPE OF ANY KIND MAY BE USED ON ANY PAINTED SURFACES. A fine of \$5 for each piece of tape shall be assessed to any vendor using tape to affix signs or notices to walls or doors. NRG Media and the Hawkeye Downs Speedway & Expo Center assume no responsibility for any damages inflicted by a vendor to Hawkeye Downs Speedway & Expo Center property.
- NRG Media and the Hawkeye Downs Speedway & Expo Center will not be responsible for any damages to exhibits or merchandise caused by theft, wind, hail, fire, water, or any cause whatsoever. Renter agrees to hold harmless NRG Media and Hawkeye Downs Speedway & Expo Center of any and all liability from illness, death, bodily injury, or property damage to any person whatsoever, incurred by or resulting in any connection whatsoever with the occupation of the rented premises or activities therewith.
- Vendors may not enter other vendors' spaces, except as retail consumers. Any vendor caught rummaging through another vendor's items without permission or caught stealing will be subject to ejection without reimbursement.
- No exhibits or vehicles shall be located in grass areas or Hawkeye Downs Speedway & Expo Center's No Parking zones.
- Vendors shall not block or interfere in any way with exit doors or hallways to exit doors and shall comply with all requirements and standards of the Iowa State Fire Marshal's Division.

### **Set-Up**

Load-in is Friday, Oct 10th, from 8AM to 3PM. All load-in will need to be completed by 3 PM sharp. Please plan your time accordingly. We will open the doors to the public at 4PM. Vendors will be required to be in their booth during all hours open to the public. **Load-in will not be allowed except during the designated times of 8AM to 3PM on Friday!**

### **Tear Down**

Tear-down is from 2PM to 6PM on Oct 11th. No breaking down or load out will be permitted before 2PM Saturday. It is the vendors responsibility to clean the booth back to the way you found it; DO NOT leave unwanted items in your booth. There may be a donation truck on site after the event. Do NOT discard any unwanted items in the dumpsters on site.

**No vehicles will be allowed in the building for set up or tear down!**

**Please plan on bringing your own carts to load items inside the building.**

### **Cancellation Policy**

If vendor chooses to cancel after payment is made to NRG Media, no refund will be given. If NRG Media decides to cancel the event (or it is recommended by local health regulations to cancel), a full refund of your booth space fees will be remitted within 30 days. NRG Media reserves the right to update and amend this contract at their discretion.

**By signing below, you have agreed to all of the aforementioned terms.**

Vendor Signature:\_\_\_\_\_

Date:\_\_\_\_\_

*Any questions, please contact us at (319) 363-1326*

### **TO RETURN APPLICATION:**

**Email:** JPlotz@NRGMedia.com

**Mailing Address:** 1065 N Cedar Point Rd, Hiawatha IA 52233

**In-person drop off:** Monday - Friday, 8AM-5PM



## CREDIT CARD PAYMENT FORM

Date: \_\_\_\_\_ Market: CEDAR RAPIDS, WATERLOO

Station: KFMW / KOKZ / KXEL / KPTY

Vendor Name: \_\_\_\_\_

Invoice Number: \_\_\_\_\_

Booth/Outlet/Table Amount: \$ \_\_\_\_\_

Convenience Fee: \$ 3.00 As of 1/1/2023, a \$3 convenience fee will be charged for each credit card payment made.

TOTAL AMOUNT: \$ \_\_\_\_\_



CC Account Number: \_\_\_\_\_

CC Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Cardholder Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Cardholder Phone: \_\_\_\_\_

CARDHOLDER SIGNATURE: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_

Email for receipt: \_\_\_\_\_

Business Manager Approval: \_\_\_\_\_