



**FARM
PROGRESS
SHOW 2019**

**AUGUST 27-29, 2019
DECATUR, ILLINOIS**



Exhibitor Manual

Farm Progress Show 2019

4275 East Mount Road

Decatur, IL 62526

Show Office Phone: TBD

IMPORTANT DATES TO REMEMBER

May 30.....Full lot payment due

August 2.....Last day for shipping exhibitor pins and parking passes

Last day for shipping advance tickets

Last day for certificates of insurance

August 12.....Exhibit gates and loading dock will open, weather permitting

Final Mowing of exhibit field to be done this week

Supplies for FPS can start to be shipped to the show office

Food and drink giveaway requests must be in to management

Temporary buildings may start to be erected

August 21.....Media Day

All steel tracked machines in place

August 23.....Last day for post-show after hour events detail to be sent to management

September 13.....All signs to be removed from display areas and/or seed plots

All holes to be filled with black dirt as well as reseeding

Exhibit materials and equipment should be removed

All ground cover to be completely removed

FAQ:

1. [What are customer admission tickets?](#)
2. [How many pins am I allowed?](#)
3. [Can I get my pins mailed to me?](#)
4. [When can I move in and set up?](#)
5. [What entrance/exit gates to I use pre-show?](#)
6. [When can I begin sending freight?](#)
7. [Whose responsibility is it to set up/tear down my exhibit space?](#)
8. [Whose responsibility is it for shipping exhibit space?](#)
9. [How do I order temporary worker tickets?](#)
10. [What orders do I need to place for my exhibit space \(chairs, electrical, tents, furniture, internet\)?](#)
11. [Do I get tables and chairs with my exhibit space?](#)
12. [When is electrical available and how do I access it?](#)
13. [Where is exhibitor parking?](#)
14. [What is the last day I can tear down and move out of my space?](#)
15. [Who are the official Farm Progress Show vendors?](#)

ANSWERS TO THE TOP 24 MOST ASKED QUESTIONS AND CONCERNS

1. **Set-Up**

Exhibit area gates will open, weather permitting on August 12, 2019 (15 days prior to opening day). If more time is needed contact Rick Wild at 314.288.6770

2. **Forklift Policy – NEW**

The Farm Progress Show has a new safety policy in place regarding forklifts/telehandlers/lulls. Anyone who rents a forklift or brings in a forklift of their own or from any other source needs to either take a forklift driving class **at their expense** or be able to show proof of a forklift training certificate for all operators. Forklift training classes are available from Sunbelt Rentals for any Farm Progress Show exhibitor if needed.

3. **Shipping**

Beginning August 12, supplies for the Farm Progress Show can be shipped (**prepaid**) to:

Your company name and lot number
(i.e. XYZ Company, Exhibit Lot 123)
Farm Progress Show 2019
4275 East Mound Road
Decatur, IL 62526

Note: Shipping tags must carry the name of the exhibitor and exhibit lot number(s) or “LIT” if your space is in the Livestock Industries Tent or “VIT” if your space is in the Varied Industries Tent. Unlabeled shipments will not be accepted

4. **Outgoing Shipping**

Exhibitors are responsible for shipping out all exhibit materials following the show.

5. **Exhibit Set-up/Tear Down**

Exhibitors are responsible for the set-up and tearing down of their exhibit. Exhibit area gates will open, weather permitting, August 12, 2019 (15 days prior to opening day). If more time is needed contact Rick Wild at 314.288.6770.

Dismantling of exhibits may not begin until 4:00PM Thursday, August 29th. Vehicles will be permitted to leave the grounds at 4:00PM and not before. Trucks and other vehicles are permitted on the grounds at 4:30PM but not before.

6. **Equipment on Steel Tracks - NEW –**

Equipment on steel tracks must be in place on exhibitors lots by August 21st.

7. **Exhibitor Admission Tickets/How Many Pins/Parking Passes am I Allowed**

Those working your exhibit are admitted daily by showing your FPS 2019 Exhibitor Souvenir Pin or by presenting a single use daily ticket. We issue your allotment of exhibitor entry pins and exhibitor parking passes based on your exhibit space as follows:

Arts & Crafts Tent	2 EX Pins/2 EX Parking Passes
1-6 VIT or LIT Booths	5 EX Pins/5 EX Parking Passes
1 Outside Lot (25x35 or 40x70)	6 EX Pins/6 EX Parking Passes

2-5 Outside 40x70 Lots	9 EX Pins/9 EX Parking Passes
6-7 Outside 40x70 Lots	12 EX Pins/12 EX Parking Passes
8-19 Outside 40x70 Lots	25 EX Pins/25 EX Parking Passes
20+ 40x70 Outside Lots	50 EX Pins/50 EX Parking Passes

8. **Can I get My Pins Mailed to Me**

Farm Progress Show exhibitors may request their allotment of souvenir pins and parking passes in advance of the Farm Progress Show. To receive your exhibitor packet prior to the show, complete the form at the link which will be available in the Spring.

9. **Electricity Service**

Electrical service is available at the Farm Progress Show for those with outside lots. Pro-rated charge for routine 120-volt electrical service is as follows:

Exhibitors with 1-3 lots - \$395	Exhibitors with 7-10 lots - \$920
Exhibitors with 4-6 lots - \$620	Exhibitors with 11 or more lots - \$1,330

These rates allow an exhibitor access to electrical box only and apply to normal usage. This fee does not include any wiring or enhancements an exhibitor may need which can be outsourced to on-site electrician. More information regarding electrical service can be found on page 8 of this manual.

10. **Exhibitor Parking**

A limited amount of special parking for exhibitors is provided in a separate exhibitor lot on the south side of the exhibit field. Parking permits that will admit exhibitor vehicles into this special parking area will be included in your exhibitor kit. Parking permits MUST hang from the mirror of your vehicle, so they are easily seen by law enforcement.

11. **Service Animals**

Only service animals are allowed on the Farm Progress Show site and must be leashed at all times. Comfort animals will not be allowed on the grounds.

12. **Exhibitor Correspondence**

All show correspondence is generated via email through our online registration system and sent to the email address you provided when registering for the event. All information can also be found under the Exhibitor Resources tab at www.FarmProgressShow.com.

13. **Exhibitor Dinner**

The Decatur community will be hosting our exhibitor dinner on Tuesday, August 27th at the close of the show in the Exhibitor Food Building.

14. **Exhibitor Food Building**

Located outside the fence at gate 6 which is on the East side of the show site at the end of 6th Street. Serving breakfast and lunch each day of the event.

15. **Exhibitor Hosted After Hours Events**

If you are planning a post-show after hour event, you must provide detail as to the expected number of attendees, the type and hours of the event (dinner, dealer meeting, etc.) to show management no later than Friday, August 23, 2019. Email your intent to renee.smith@farmprogress.com to ensure that our staff and our security are aware of this event and can work with you to direct those in attendance to the appropriate gate. The

hosting exhibitor is responsible for the safety and behavior of visitors in attendance at their event. All events must conclude by 7:00PM and have the visitors returned to the vehicle by dusk. Nelson's Catering must be used for all catering, food and beverage.

16. **Freight and Packages**

Farm Progress Show staff will deliver incoming packages pre-show and during the show as time allows. Exhibitors are welcome to check for their package in the shipping & receiving area near the Show office.

17. **Advance Visitor Admission Tickets**

Exhibitors can purchase discounted advance visitor tickets for clients and friends (per person, per day) by clicking the link found at www.FarmProgressShow.com which will be available in the Spring of 2019. Please note that exhibitor tickets are to be used only for those working your exhibit. Our rules strictly prohibit providing exhibitor tickets to clients and friends attending the event.

18. **Show Office** The show office can be found in the trailer which is outside the fence in the Northeast corner of the exhibit field, by the loading dock. The show office phone number is TBD.

19. **Insurance Requirements**

a. A certificate of insurance is required for your exhibit and must be uploaded through the Map Your Show Exhibitor Dashboard or emailed to

Renee.Smith@FarmProgress.com no later than August 2, 2019. The terms of the certificate of insurance are:

- i. Exhibitor shall, at its own expense, secure and maintain insurance for the entire duration of the Event (move-in through move-out). All such insurance shall be primary of any other valid and collectible insurance of Exhibitor and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with Exhibitor's obligations under this paragraph.
 1. Workers' compensation and employer's liability insurance complying with the laws of Illinois;
 2. Comprehensive General Liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual and operation of mobile equipment, products and liquor liability (if applicable); and
 3. Automobile Liability insurance (required if bringing automobiles into the show venue) with limits not less than \$500,00 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators.
- ii. The Exhibitor's Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insureds (i) Farm Progress

Limited (FP) and (ii) Progress City USA. If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies, satisfactory to FP, shall be promptly furnished to FP. Certified copies of the Certificates of Insurance or policies shall provide that they may not be cancelled without 30 days' advance written notice to FP. The Exhibitor shall obtain a waiver of subrogation from the carrier of each policy described above and the carrier of each other policy that provides fire, explosion or any other risk coverage insuring the Exhibitor's property, in each case releasing in full such carrier's subrogation rights.

- b. Certificate of Insurance forms must be submitted to FP by all international exhibitors, exhibitors with complex booth structures (defined as multi-story or displays with a canopy/ceiling) and exhibitors hosting attendee interactive demonstrations.
- c. Since many international policies aren't valid in the United States, all international exhibitors are required to obtain insurance through ExhibitorInsurance.com, our designated insurance provider. The cost of the policy will be added to all international exhibitor contracts. Coverage is subject to underwriting review; review the Ineligible Risks to ensure coverage. Exhibitors can opt out of this coverage by providing a valid Certificate of Insurance satisfactory to FP with necessary coverages.
- d. PLEASE NOTE: Proof of Insurance is required from any subcontractor you are using who is not listed as an approved vendor for the Farm Progress Show.

20. **Media Day**

Scheduled for Wednesday, August 21, 2019. Contact Dena Morgan at 641.322.5219 or Dena.Morgan@FarmProgress.com for more information.

21. **Media Tent**

Located at the corner of East and 6th Progress Streets (by gate 7). This tent is available for press conferences and news releases. To schedule a press conference contact Leah Daniels at 515.321.8701 or leah@newsworksllc.com. For an updated media list contact Dena Morgan at 641.322.5219 or Dena.Morgan@FarmProgress.com.

22. **Move Out Procedure**

A move out map will be included in your exhibitor packet and will also be available in the show office. This map will show the routing for all traffic at close of show on Thursday, August 29th. Please be sure to pick one up and familiarize yourself with the move-out routing.

23. **Mowing**

The final mowing of the field takes place before structures start to go up and will be the week of August 12th. Contact any of the landscape companies shown in this document should your exhibit space need to be mowed when you arrive or mow it yourself.

24. **Vehicular Access to Exhibit Field on Show Days**

All vehicles must be off the exhibit field and parked in exhibitor parking or on your exhibit

lot (if space allows) by 7:30AM. No vehicles will be allowed through any gates – in or out – after 7:30AM each day of the event. You can drive in to the exhibit field after each day’s close of show. On show days, drive in access will only be allowed only at the east end of 6th Street and the northeast corner of the exhibit field (loading dock entrance).

Additional Show Information

1. Use of Farm Progress Show Trademarks

A. No caps, buttons, jackets or any other souvenirs should at the Farm Progress Show shall contain the words “Farm Progress” or “Farm Progress Show” which are registered trademarks. Farm Progress Show management must approve the use of the “Farm Progress Show” name on giveaway items.

B. If you would like to have your show team sport the 2019 Farm Progress Show logo on your outer wear, email your request to Dena.Morgan@FarmProgress.com.

2. Electrical Service – additional information

A. Electricity is included at no charge for all exhibitors in the Varied Industries Tent (“VIT”).

B. Heavy use of electrical power may require additional work and/or charges from the on-site electrician.

C. Only those exhibitors requesting electricity on their show application or those in the VIT will have access to standard use electrical service.

D. If an exhibitor orders, and later decides not to use electrical service, it is the exhibitor’s responsibility to communicate cancellation of electrical service in writing prior to July 26, 2019. If Farm Progress does not receive notice, the exhibitor will be billed at the rate specified in item 7 above. No refund will be made to the exhibitor.

E. Only single-phase power is available.

F. Exhibitors needing 120-volt power will find their electrical outlet within 80 feet of the back corner of their lot.

G. You should bring your own extension cord however, a limited supply of extension cords will be available on a first come first served basis at the show office.

H. There will be 240-volt power available, however, some additional wiring may be required from the on-site electrician and charges may be incurred.

I. Romex is not to be used as a flexible cord nor used in contact with the ground.

J. Any hookups more extensive than plugging in an extension cord require the use of a licensed electrician. Our on-site show electrician, Mark Wint, is licensed and available to contract for your needs. Their order form will posted, in early Spring 2019, under the Exhibitor Resources tab at www.FarmProgressShow.com.

Contact information is as follows:

Mark’s Electric

Mark & Pam Wint

Phone/Fax: 812.342.0240

Mark Cell: 812.343.2570
Pam Cell: 812.350.2570
Email: markpamelectric@yahoo.com

3. **EXHIBIT SET-UP INFORMATION**

- A. Exhibit area gates will open; weather permitting, August 12, 2019 (15 days prior to opening day). Hours of set-up are 8:00am to 5:00pm until August 23rd and then hours change to 7:00am to 7:00pm. If more time is needed, contact Rick Wild at 314.288.6770.
- B. Exhibit restrictions – Display Lots
- 1 Maximum height on exhibits is 60 feet.
 - 2 Any underground construction (signage, post holes, tent staking, etc.) deeper than one foot, requires the exhibitor to contact the Farm Progress Show office to have utilities located. Some locates will require the exhibitor to contact J.U.L.I.E. for further clarification of utility location. Any utility disruption will be the responsibility of said exhibitor should they proceed without following the proper procedure.
 - 3 No helium filled balloons will be allowed to fly within 80 feet of overhead power lines. Any use of helium filled balloons on any part of the Farm Progress Show site must be approved in writing by Show Management in advance of the Farm Progress Show.
 - 4 No hot air balloons will be allowed on the exhibit field.
 - 5 No aircraft or other flying machines of any kind are allowed directly over the show site below 500 feet without the permission of show management.
 - 6 All items on display, including tents and tent stakes, must lie within the four boundaries of the assigned exhibit space. No equipment or display material or signs shall protrude into or over another exhibitor's display or into the street frontage. Exhibitors in Varied Industries Tent must ensure exhibits do not extend beyond the boundaries of their assigned booth and are prohibited from erecting any signs outside their booth boundaries.
 - 7 NO SMOKING signs should be posted inside your tent and a fire extinguisher must be available in your tent.
 - 8 No burning candles and/or open flames allowed.
 - 9 At its option, Farm Progress reserves the right to exclude display and exhibit material, which may be found to be offensive, libelous, or not befitting the spirit of the event.
 - 10 No firearms will be allowed in the facility.
 - 11 Two story exhibits are not allowed without show management's written approval.

4. **Set-up and Heights – Varied Industries Tent**

Exhibits, especially end caps, may not obstruct the general view or hide others exhibits. Exhibitors may not erect a back wall higher than 8 feet or a side wall higher than 3 feet. No signs, decorations, banners, advertising matter or special exhibits will be permitted in the aisles. No burning candles and/or open flames allowed. No welding, popcorn poppers, stoves or heaters will be allowed to operate within these tents.

5. **Guidelines for Tents, Canopies and Other Membrane Structures**

- A. Occupant loads of 10-199 people shall require 2 exits.
- B. Occupant loads of 200-499 people shall require 3 exits.
- C. Exit width shall be a minimum of 72 inches.
- D. Aisle width between tables shall be a minimum of 44 inches.
- E. Exits shall be clearly marked and exit signs shall be illuminated.
- F. Combustible trash shall be removed at least once a day.
- G. Fireworks shall not be used within 100 feet of any tent.
- H. Maintain 3 feet clearance between the fabric envelope and all contents.

6. **Erection of Display Buildings**

- A. Temporary buildings may be erected for display purposes at the Farm Progress Show. Erection may begin on August 12, 2019, if more time is needed contact Rick Wild at 314.288.6770.
- B. Any groundwork or leveling necessary should be cleared first with show management.
- C. Temporary concrete foundations may be poured, but they must be removed after the show and no later than September 13, 2019 or exhibitor will be assessed a fee of no less than \$500 for any and all work done by Farm Progress or its contractors to clean up an exhibitor's display.
- D. Any underground construction (signage, post holes, tent staking, etc.) deeper than one foot requires the exhibitor to contact the Farm Progress Show office to have utilities located. Some locales will require the exhibitor to contact J.U.L.I.E. for further clarification of utility location. Any utility disruption will be the responsibility of said exhibitor should they proceed without following the proper procedure.
- E. All material used must be cleaned up and hauled away after the show and your exhibit space must be returned to its original state, which includes reseeding of your space. Exhibitors who fail to adhere to this will be assessed a fee of no less than \$500 for any work done by the Farm Progress Show or its contractors to clean up and exhibitor's display.
- F. No permanent structure, landscaping or buildings, including sign foundations, gravel, lot corner decorations, irrigation systems, grain handling systems, concrete pads or fencing may be left after the show without approval from the Farm Progress Show staff and Brush College LLC.

7. **Ground Cover Material for the Exhibit Area**

A. Sawdust shavings, crushed corncobs, agricultural limestone (30-60 mesh), wood chips and pecan or peanut hulls may be used for ground cover in the display area. All wood-based products must be virgin material, no shredded pallets or any other material which may contain metal.

B. The use of gravel or crushed rock is not permitted without prior permission from Farm Progress Show staff and Progress City USA.

C. Grass and ground cover policy - The team at Progress City has worked very hard to improve the stand of grass. After this year's Farm Progress Show, Progress City will be hosting other shows and events, therefore we need to disturb the grounds as little as possible and leave the site in the same condition as when you arrive.

D. **No Roundup or other herbicides will be allowed.** Growth regulators may be used only if necessary.

8. **Noise**

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle or neighboring exhibitors. Rule of thumb: Sound and noise should not exceed 94 decibels when measured from the street immediately in front of a lot. Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of their music.

9. **Set-Up Information/Miscellaneous**

A. Any holes, pits, potholes or other ground disturbances must be backfilled with dirt (not woodchips or rock,) compacted and sodded or seeded.

B. Any concrete pads or sign bases must be removed, and the ground brought back to grade and sodded or seeded. Concrete pads may only be left after the show with prior approval from Farm Progress Show management and Progress City.

C. Trees and shrubs may not be disturbed without prior approval from Farm Progress Show management and Progress City.

D. Utility fixtures may not be disturbed without prior approval from Farm Progress Show management and Progress City.

E. If your exhibit will be air conditioned, you must have a plan for disposal/storage of water condensation that the unit produces. You may not discharge the water at the edge of the street during show hours. Air conditioning systems and their associated generators must be fenced in for safety and noise containment.

F. Electronic marketing messages must be audio/visual. All technologies such as transponders used to intercept phones, pagers and/or computers are prohibited.

10. **Use of Livestock/Ratite in Exhibits**

- A. Livestock/ratite may be used to enhance exhibits, but they cannot be identified with any purebred breeder or livestock/ratite sales agency unless that breeder or seller is a qualified exhibitor.
- B. A current health certificate is required for any livestock/ratite to enter the show grounds. For swine, a PRV check should be included in the health report. Only negative tested animals/birds will be allowed in exhibits.

11. **Availability of Water**

- A. Water will be provided for human consumption and food tent use only.
- B. Independent power wash companies will be available for hire to aid in cleaning of equipment.
- C. Access to bulk water can be found near the loading dock and show office in the northeast corner of the site, outside the perimeter fence.

12. **Loading Dock**

The loading dock is located northeast of the exhibit field by the show office. Hours of operation during show set up, beginning August 12 are 7:00 AM until 7:00 PM. All forklift services provided and billed separately by Ryan Forklifting, 217.827.5417 or ryanforklifting@gmail.com.

13. **Use of Other Company Products in Exhibits**

- A. Exhibitors may use equipment from other companies to enhance their displays provided the company manufacturing that equipment is qualified to exhibit at the show. If you have a question regarding the use of another companies' equipment please call Matt Jungmann at 309.371.6117.
- B. Use of equipment or product from a company that is not qualified to be a participant in the show will result in a charge to qualify or exclusion of that equipment or product from the show.

14. **Golf Cart Policy**

Show management strongly discourages the use of golf carts and ATV's during show hours. Should an exhibitor require the use of a golf cart or ATV the following rules apply and are to be adhered to at all times:

- A. **Pedestrians ALWAYS have the right of way!**
- B. A GC/ATV pass will be prominently posted on the vehicle. This pass may be picked up at the on-site show office. One golf cart or ATV is allowed per outside lot. Additional GC/ATV passes in excess of your allotment cost \$100 each. No golf carts or ATVs are allowed for those in the Varied Industries or Livestock Industries Tents.
- C. You understand this event is a pedestrian one and the vehicle displaying a GC/ATV tag will have limited use during show hours on show days. Acceptable use includes restocking literature or product and travel to/from field demo and Ride n' Drive areas only.
- D. You accept full responsibility for any accident or injury caused by the use of this vehicle on the grounds – before, during and after the event.

E. You will maintain a speed limit not to exceed 15 miles per hour at all times when the vehicle is in use on the exhibit field and surrounding areas.

F. Only licensed drivers 16 years and older will operate this vehicle.

G. You will not exceed carrying the number of individuals for which the vehicle provides seating.

H. You will park this vehicle in your exhibit lot when it is not in use – not on the perimeter or street.

I. The golf cart/ATV will not be used as a moving billboard displaying excessive signage.

1. Exhibitors may display no more than 100 square inches of marketing/branding/logo facing the front and rear of their ATV/UTV/Golf Cart. OEM labeling on the machine is excluded from this 200 square inch total limit. No banners, flags or other marketing attachments.

2. Approved marketing sponsors will be allowed approval through sponsorship purchases to display marketing messages on ATV's, UTV's and/or Golf Carts.

3. This policy shall apply to all Farm Progress Show controlled property including exhibit field, parking areas and field demonstration areas. Static exhibits will be excluded.

4. Farm Progress Show management will have a Safety Management Team onsite enforcing these policies. Refusing to adhere to the policies being enforced may lead to removal from the show site without refund for admittance.

J. The operator will remove the key from the vehicle at such time that the vehicle is vacated.

K. Farm Progress is not responsible for accidents or incident involving any vehicle on the show site. Exhibitor is responsible for all damage caused by vehicles in their control.

L. No golf carts or ATV's will be allowed to have a trailer attached.

M. Farm Progress Show management, at its discretion, reserves the right to fine, impound or eject any vehicle found to be in violation of any of these rules.

15. **Removal of Litter from Exhibit Lots**

A. Exhibitors are responsible for keeping their exhibit areas clean during the show.

B. The dumpsters on the exhibit field are for use by visitors during the show and for exhibitor's light usage during setup. If you have a large amount of trash, you should arrange for your own dumpster.

C. At the conclusion of the show, exhibitors should clean their exhibit site of all litter. Nothing should be left on the site or exhibitor will be assessed a fee for any work done by Farm Progress Show management or its contractors to clean up an exhibitor's display.

D. There is no curbside trash pickup. Please do not leave piles of trash at the edge of your lot and expect them to be picked up. Dumpsters will be available to deposit your daily trash.

16. **Conducting Sales Efforts During the Show**

- A. Exhibitors are to confine their sales efforts (registrations, literature, public address systems, etc.) to their exhibit lot only. Companies having field demonstrations or seed plots may distribute literature at these events.
- B. No literature is to be distributed in the parking area or exhibit area entrances.
- C. Volume of sound from public address systems should be within reasonable levels to avoid disturbing other exhibitors and show visitors.
- D. Speakers outside enclosed areas should be pointed toward the center of the exhibit lot.
- E. Demonstrations and signs, etc. in the farmstead area and all other areas of the farm must be cleared by Show Management.

17. **Dismantling Exhibits**

- A. Dismantling of exhibits may not begin until 4:00PM on Thursday August 29th.
- B. Vehicles will be permitted to leave the grounds at 4:00PM and not before. Trucks and other vehicles are permitted on the grounds at 4:30PM but not before.

18. **Exhibit Removal**

- A. All exhibit materials and equipment, including foundations, must be removed from the show site no later than September 13, 2019. Should an extension be required to remove exhibit materials, please contact Rick Wild at 314.288.6770 before September 6th.
- B. Exhibit materials and equipment left on the site are at the exhibitor's risk and should be removed prior to September 13, 2019.
- C. Farm Progress Show management reserves the right to take ownership over any equipment and/or materials left on the ground as of September 14, 2019 unless prior approval has been received from show management.
- D. All areas must be cleaned and all debris, including foundations, ground cover and other building materials, must be removed by the exhibitor.
- E. Black dirt must be hauled in to fill any holes that were dug prior to or during the show, as well as reseeding any disturbed areas, or exhibitor will be assessed a fee for any work done by the Farm Progress Show or its contractors to clean up an exhibitor's display. Any exhibitor who has an area larger than 200 square feet which is disturbed (grass cover destroyed) will be required to submit a restoration plan before September 6, 2019 to Farm Progress Show management.
- F. **Exhibitors must return their exhibit area to its preshow condition, including reseeding of their space.**
- G. Customers who buy equipment or buildings from exhibitors should be informed that they must remove such equipment by September 13, 2019. Farm Progress reserves the right to take ownership over any equipment and/or materials left on the ground as of September 13, 2019 unless prior approval has been received from show management. The buyer and/or exhibitor must bear risk of loss or damage while the material remains on the show site.

H. Any ground cover such as sawdust, wood chips, corncobs, etc. must be completely removed from the display area by the exhibitor no later than September 13, 2019.

I. Any material not removed by the exhibitor will be removed by a contractor contracted by Farm Progress Show management and the exhibitor will be assessed a fee for any work done by the Farm Progress Show or its contractors to clean up an exhibitor's display.

J. To ensure that your company is not charged for cleanup, have your lot checked by Show Management before you leave.

19. **Removal of Signs**

All signs in display areas or seed plots must be claimed by September 6, 2019 or they will be discarded

20. **Security**

A. Guards will be on 12-hour duty during the show. Despite these precautions, Farm Progress Show management is not responsible for losses due to theft, vandalism and other causes. Each exhibitor is responsible for his or her own products before, during and after show dates.

B. EXHIBITORS WITH VALUABLE EQUIPMENT MAY WISH TO HAVE THEIR OWN NIGHT WATCHMAN. (Please check with the Show Manager for appropriate passes.)

We appreciate your strict adherence to all policies and procedures outlined above and look forward to hosting you in August. If you have any questions, contact Show Operations Manager, Rick Wild at 314.288.6770, our Events Director, Matt Jungmann at 309.371.6117 or National Events Coordinator, Reneé Smith at 630.524.4723.