



FARM PROGRESS SHOW® 2025

AUGUST 26 – 28, 2025
DECATUR, ILLINOIS
EXHIBITOR MANUAL



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IMPORTANT DATES & DEADLINES

FEBRUARY 2025

02/27 50% exhibit space deposit due

MAY 2025

05/30 Full exhibit space payment due

AUGUST 2025

08/01 Final day to request advance shipment of exhibitor materials and tickets
Certificates of Insurance uploaded into Exhibitor Resource Center

08/05 Food and drink giveaways sent to show management for approval

08/12 **Exhibit gates and loading dock open, weather permitted**
Final mowing of exhibit field to be completed this week
Show supplies may be shipped to show office
Temporary buildings may be erected

08/20 **Media Day** **to schedule a press conferece or request a media list, please contact [Dena Morgan](#)*
All steel tracked equipment in place

08/22 Final day for after-hours events to be submitted for approval
Varied Industries Tent exhibitors may begin to set-up

08/26		FARM PROGRESS SHOW. 2025	Show Hours 8 AM - 4 PM Daily
08/27			
08/28			

08/29 All exhibits in Varied Industries Tent must be removed

SEPTEMBER 2024

09/13 All signage must be removed from display areas and/or seed plots

APPROVED VENDORS

VENDOR DIRECTORY

A full list of the Farm Progress Show approved vendors and their services can be found on the show website www.FarmProgressShow.com under “Exhibitor Resources” as well as the Exhibitor Resource Center (ERC).

All services must be provided by an approved vendor OR express permission must be given in advance of the work being completed. For vendor-related questions, contact Rick Wild at rick.wild@farmprogress.com

GENERAL SHOW INFORMATION



**FARM
PROGRESS
SHOW[®] 2025**

**AUGUST 26 – 28, 2025
DECATUR, ILLINOIS**

***NEW SHOW
HOURS*
8 AM TO 4 PM
DAILY**

DAILY ADMISSION

Advance Tickets	\$15 + fees
Gate Admission	\$25
Students (ages 13-17)	\$10
Children under 12	FREE

FREE PARKING AVAILABLE ON SITE

Advance Tickets available online at www.FarmProgressShow.com

HOTELS & CAMPING

There are several nearby hotels and campgrounds in the area surrounding Decatur, Illinois. For more information about lodging opportunities for the Farm Progress Show, please visit <https://www.farmprogressshow.com/en/attend/travel-information.html>. Onsite camping is available with no hookups. Onsite camping is first-come, first-served. The grounds open to RV and camper parking after 12:00 PM on **Monday August 25, 2025**.

PETS & SERVICE ANIMALS

Pets are not permitted on the show grounds. Service animals are permitted, but must be leashed and properly designated at all times.

INTERNATIONAL REQUESTS

If you are an international exhibitor and need a letter of invitation to attend, please contact Tonya Culp with the Decatur CVB at tonya@decaturcvb.com.

EXHIBITOR RESOURCE CENTER

EXHIBITOR RESOURCE CENTER

The Exhibitor Resource Center (ERC) is your one-stop resource for all exhibitor needs, checklist items, and your digital presence at the show. Primary contacts for each exhibiting company will receive instructions to log-in to the ERC for the first time. A training video will be provided for additional help with the ERC.

[Click here to access the Exhibitor Resource Center](#)

ADDITIONAL USERS

You may add authorized users to the Exhibitor Resource Center after initial setup by clicking on the “Users” tab on the left side of the screen and selecting “Add New User”.

The screenshot displays the Exhibitor Resource Center interface. On the left is a sidebar with the Farm Progress Show 2025 logo and navigation links: Home, Checklist, Resources, and Users. The main content area is titled 'BoothSales Test 1' and 'Booth:'. It features a 'Manage Users' section with an 'Add New User' button. Below this is a table of users. The table has columns for Actions, First Name, Last Name, Email, Active, Manage Users, and Job Title. One user is listed: Peyton Fair, with email peyton.fair@farmprogress.com, who is active (YES) and has manage access (Yes). A search bar is located above the table. At the bottom right, it shows 'Records per page: 10' and '1-1 of 1'.

Actions	First Name	Last Name	Email	Active	Manage Users	Job Title
...	Peyton	Fair	peyton.fair@farmprogress.com	YES	Yes	-

EXHIBITOR CHECKLIST

The exhibitor checklist contains all the items that each exhibitor should complete prior to the show. This includes ordering show services, uploading COI, registering for additional opportunities such as field demonstrations or after-hours events, and choosing your exhibitor packet delivery. It is essential for all exhibitors to review and complete the exhibitor checklist and adhere to the due dates as outlined.

DIGITAL DIRECTORY

In the ERC, each exhibitor will be prompted to “Complete Your Profile”. The information in this profile is the information used for your showroom presence in the digital directory and FPS25 mobile app. To make the most of your show experience and drive visitors to your booth, it is in your best interest to update this profile and include as much detail as possible.

NEED HELP?

For assistance with the new Exhibitor Resource Center, contact Peyton Fair at peyton.fair@farmprogress.com or 212-600-3905

GENERAL EXHIBITOR INFORMATION

EXHIBIT SET-UP & TEAR DOWN

Exhibitors in outdoor exhibit lots may begin to set up on August 12, 2025. Exhibit area gates will be open daily between 8:00 AM and 5:00 PM until August 23, 2025 when the hours shift to 7:00 AM to 7:00 PM. Exhibitors in the Varied Industries Tent (VIT) may set up beginning August 22, 2025. Equipment on steel tracks must be in place by August 21, 2025.

Exhibitors may not dismantle or remove any exhibits prior to the show closure at 4:00 PM on Thursday August 28. Vehicles in the boundaries of the exhibit area may leave the grounds only after the conclusion of the show each day. Trucks or other vehicles for exhibit tear-down are permitted on the grounds AFTER 4:30 PM on Thursday August 28, or when it is deemed to be safe, but not before.

Exhibitors are responsible for the set-up and tear-down of their exhibit. If additional time is needed, contact Rick Wild at 314.288.6770.

* NEW SHOW HOURS 8 AM - 4 PM DAILY *

AFTER-HOURS EVENTS

Any events occurring outside the normal show hours must be approved in advance by Farm Progress Show Management. Details must be provided including the expected number of attendees and the type and hours of the event. If needed, Farm Progress will supply a tram for large groups to shuttle attendees to the gates.

After-hours event requests must be submitted through the Exhibitor Resource Center no later than **Friday August 22** to ensure that our staff and security are aware of the event and direct those in attendance to the appropriate gate.

The hosting exhibitor is responsible for the safety and behavior of visitors at the event. All events on the show grounds must conclude by 7:00 PM and have the visitors returned to their vehicles by dusk. All food and beverage must be contracted through the approved catering vendor for the Farm Progress Show.

EXHIBITOR PARKING

A limited amount of special parking for exhibitors is provided in a separate exhibitor lot on the east side of the exhibit field. Parking permits for exhibitor parking will be included in exhibitor packets. ***Parking permits must hang from the mirror of your vehicle***, so they are easily seen by security and law enforcement. Additional parking is available in the visitor lots surrounding the exhibit area.

EXHIBITOR CORRESPONDENCE

All show correspondence is generated via email through our online registration system and sent to the primary email address provided during the registration process. Information can also be found in the Exhibitor Resource Center and under the “Exhibitor Resources” tab at www.FarmProgressShow.com.

EXHIBITOR FOOD TENT

The exhibitor food tent is located outside the fence at Gate 6. This is on the east side of the show site at the end of 6th Street. Breakfast and lunch will be served each day of the event.

GENERAL EXHIBITOR INFORMATION

SHOW OFFICE

The Farm Progress Show Office is located in the trailer outside the fence in the Northeast corner of the exhibit field, by the loading dock.

INBOUND SHIPPING INSTRUCTIONS

Supplies for the Farm Progress Show can be shipped (prepaid) to the show site beginning **AUGUST 12, 2025**. Shipments will be delivered to the shipping & receiving area near the show office.

FPS Staff will deliver incoming packages to exhibitors pre-show and during the show as time allows.

Shipping tags must carry the name of the exhibitor and the lot number or “VIT” if your space is in the Varied Industries Tent. Unlabeled shipments will **not** be accepted.

SHIP TO:

Your Company Name & Lot #
Farm Progress Show 2025
4275 East Mound Rd.
Decatur, IL 62526

LOADING DOCK & FORKLIFT POLICY

The loading dock is located at the northeast corner of the show site near the show office. Hours of operation during show setup, beginning August 14, are 7:00 AM until 7:00 PM. All forklift services are provided through Twin Forks Lift Service and will be billed separately. To **schedule forklift service or for inbound shipping questions**, please call the Farm Progress Show Events Line at **212-600-3668** and select Option 3.

The Farm Progress Show has a new safety policy in place regarding forklifts/telehandlers/lulls. Any exhibitor who rents a forklift or brings in a forklift of their own (or from any other source) must take a forklift driving class **at their expense** or be able to show proof of a forklift training certificate for all operators. Companies needing this certification may obtain it from Sunbelt Rentals at their expense.

OUTGOING SHIPPING

Exhibitors are responsible for shipping out all exhibit materials following the show. Items scheduled for pick-up through UPS & FedEx must be brought to the shipping & receiving area near the show office. All items in the Varied Industries Tent must be removed by Friday August 29, 2025. Equipment and materials used in outdoor exhibit lots must be removed from the grounds by Saturday September 13, 2025.

EXHIBIT AREA RESTORATION

It is the exhibitor's responsibility to restore their exhibit area to its original condition. This includes removing any exhibit materials, ground cover, signs, trash/debris, equipment, etc. by the deadline set by Show Management (September 13, 2025). In addition, outdoor exhibit areas with ground disturbance such as holes or pits must be backfilled with black dirt and reseeded prior to departure. Exhibitors who do not adhere to the restoration protocol as detailed in the “Exhibit Space Policies” portion of this manual will be assessed minimum of \$500 fee for any work done by the Farm Progress Show or its contractors to clean up an exhibitor's display.

GENERAL EXHIBITOR INFORMATION

EXHIBITOR PACKETS

Exhibitor pins, passes, and information will be assembled into a physical packet. Exhibitors may have their packet shipped to a designated contact by requesting advance delivery through the Exhibitor Resource Center (ERC). **Advance packet shipping requests must be submitted through the ERC by Friday August 1, 2025.** Packets may also be picked up onsite in the show office beginning Thursday August 21, 2025. Any company who does not complete the advance packet shipping request must pick up their packet onsite.

EXHIBITOR CREDENTIALS

Exhibiting companies will receive an allotment of complimentary souvenir exhibitor pins and parking passes based on the amount of space they have reserved at the show. Exhibitor pins provide admission for exhibit staff all three days of the show and allow access to the exhibit field outside of the show hours. Pre-registration of exhibit staff is not required for the Farm Progress Show. Allotments are as follows:

Varied Industries Tent booths - 5 exhibitor pins & parking passes

Outdoor Exhibitors (40x70 Outdoor Lots or 25x35 Jr. Lot)

- | | |
|------------------------------|------------------------------------|
| • 1 Outdoor Lot or 1 Jr. Lot | 6 exhibitor pins & parking passes |
| • 2 - 5 Outdoor Lots | 9 exhibitor pins & parking passes |
| • 6 - 7 Outdoor Lots | 12 exhibitor pins & parking passes |
| • 8 - 19 Outdoor Lots | 25 exhibitor pins & parking passes |
| • 20+ Outdoor Lots | 50 exhibitor pins & parking passes |

Exhibiting companies may purchase additional exhibitor pins, parking passes, and exhibitor 1-day passes using the link provided in the Exhibitor Resource Center (ERC).

ADVANCE VISITOR ADMISSION TICKETS

Exhibitors can purchase discounted advance visitor tickets for clients, employees, and friends through the Farm Progress Show website www.farmprogressshow.com beginning June 1, 2025. Advance tickets are \$15 (+ fees) which reflects a \$10 discount to those purchased at the gate. Please note that exhibitor pins and passes are only to be used for those working the exhibit. Our rules strictly prohibit providing exhibitor tickets to clients, non-booth staff employees, and friends attending the event.

For additional questions about visitor tickets, please contact:

Farm Progress Customer Service 800-441-1410

MEDIA

Media Day will be held the Wednesday prior to the show - August 20, 2025. During the show, the Media Tent will be available for press conferences and news releases and is located on the east side of the show grounds near **Gate 6**. To schedule a press conference, request an updated media list, or for other media-related inquiries, contact Dena Morgan at dena.morgan@farmprogress.com.

EXHIBIT SPACE POLICIES

EXHIBIT SET-UP

Exhibitors are responsible for the set-up and tear-down of their exhibit. **Exhibit area gates will open, weather permitting, August 12, 2025** (15 days prior to opening day). If more time is needed, contact Rick Wild at 314.288.6770. Hours of set-up are 8:00 AM to 5:00 PM until August 22. After this date, the hours for set-up will be 7:00 AM to 7:00 PM.

EXHIBIT RESTRICTIONS - DISPLAY LOTS

- i. Maximum height on exhibits is 60 feet
- ii. 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 locations will require the exhibitor to contact Illinois 8-1-1 for further clarification of utility location. Any utility disruption will be the responsibility of the exhibitor should they proceed without following proper procedure.
- iii. No helium-filled balloons will be allowed to fly within 80' of overhead power lines. Any use of helium 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.
- iv. No hot air balloons will be allowed on the Exhibit Field.
- v. No aircraft or other flying machines of any kind are allowed directly over the show site below 500' without the permission of Show Management.
- vi. All items on display, including tents and tent stakes, must lie within the four boundaries of the assigned exhibit space. These boundaries will be clearly designated by **lime green flags** placed on each corner of the exhibit space. The name of the exhibiting company and the lot number will be indicated by a **white flag**. No equipment, display material, or signs shall protrude into or over another exhibitor's display or into the street frontage. Exhibitors who do not comply with the boundaries will be required to adjust their exhibit as determined by Show Management. Failure to abide by this policy will result in immediate removal of the display from the Exhibit Field.
- vii. NO SMOKING signs should be posted inside your tent and a fire extinguisher must be available.
- viii. No burning candles and/or open flames allowed.
- ix. At its option, Farm Progress reserves the right to exclude display and exhibit material which may be found to be offensive, livelous, or not benefitting the spirit of the event.
- x. No firearms will be allowed in the facility.
- xi. Two-story exhibits are not allowed without Show Management's written approval.

SET UP & HEIGHTS - VARIED INDUSTRIES TENT (VIT)

Exhibitors located in the VIT may set-up **beginning Friday August 22**. All exhibits in the VIT must be removed the day after the show closes, Friday August 29. After this date, Farm Progress assumes NO responsibility for items left inside the VIT.

Exhibits, especially endcaps, may not obstruct the general view of or hide others' exhibits. Exhibitors may not erect a back wall higher than 8' or a side wall higher than 3'. No signs, decoration, 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 may be operated within the VIT.

The VIT has a soybean-based asphalt floor surface. Wood chips are not permitted in the VIT.

EXHIBIT SPACE POLICIES

DISMANTLING & REMOVAL OF EXHIBITS

Exhibitors may not dismantle exhibits before 4:00 PM on Thursday August 28. Vehicles will be permitted to leave the grounds at 4:00 PM and not before. No trucks or other vehicles will be permitted to enter the show grounds before 4:30 PM. *Exhibitors must return their exhibit area to its pre-show condition, including reseeding of the exhibit lot.*

- a. All exhibit materials and equipment, including foundations, must be removed from the show site no later than **September 13, 2025**. Should an extension be required, please contact Rick Wild before September 9.
- b. Exhibit materials and equipment left on the show site are at the exhibitor's risk.
- c. Farm Progress Show Management reserves the right to take ownership over any equipment and/or materials left on the grounds as of September 14, 2025 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 and during the show. Any disturbed areas must be reseeded, or exhibitor will be assessed a minimum of \$500 fee for any work done by the Farm Progress Show or its contractors to clean up an exhibitor's display.
- f. 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 to Show Management before September 9, 2024.
- g. Customers who buy equipment or buildings from exhibitors should be informed that they must remove such equipment by September 13, 2025. Farm Progress reserves the right to take ownership over any equipment and/or materials left on the grounds as of September 14, 2025 unless prior approval has been received from Show Management. The buyer and/or exhibitor must bear risk of loss or damage while the equipment and/or 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, 2025.
- i. Any material not removed by the exhibitor will be removed by a contractor designated 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. Exhibitors should have their exhibit lots checked by Show Management before departure to ensure that there will be no fees assessed for display cleanup.

REMOVAL OF SIGNS

All signs in display areas or seed plots must be claimed by September 8, 2025 or they will be discarded.

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 light exhibitor use during set-up. Exhibitors with a large amount of trash should arrange for their own dumpster.
- c. At the conclusion of the show, exhibitors should clean their exhibit site of all litter. Anything left on the site will subject the exhibitor to fees for cleaning up the display area.
- d. There is no curbside trash pickup. **DO NOT** leave piles of trash at the edge of exhibit lots and expect pickup. Dumpsters will be available to deposit daily trash.

EXHIBIT SPACE POLICIES

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 ft. of any tent.
- h. Maintain 3 feet clearance between the fabric envelope and all contents.

ERECTION OF DISPLAY BUILDINGS

- a. Temporary buildings may be erected for display purposes at the Farm Progress Show. Buildings may begin to be erected on August 12, 2025. If additional time is needed, contact Rick Wild.
- b. Any groundwork or leveling necessary should be cleared first with Show Management. Temporary concrete foundations may be poured, but they must be removed after the show and no later than September 13, 2025 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.
- c. Any underground construction (signage, post holes, tent staking, etc.) deeper than one foot requires the exhibitor to contact Show Management to have utilities located. Some locales will require the exhibitor to contact Illinois 8-1-1 for further clarification of utility location. Any utility disruption will be the responsibility of said exhibitor should they proceed without following proper procedure.
- d. All material used must be cleaned up and hauled away after the show. All exhibit space must be returned to its original state, which includes reseeding. Exhibitors who fail to adhere to this policy 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 an exhibitor's display.
- e. 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 Farm Progress Show Management and Progress City USA.

GROUND COVER MATERIAL FOR EXHIBIT AREA

- a. Sawdust shavings, crushed corncobs, agricultural limteston (30-60 mesh), woods 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 Management and Progress City USA. If you are interested in having your lot graveled, please complete the form found in the Exhibitor Resource Center.
- c. 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.

EXHIBIT SPACE POLICIES

ADDITIONAL SET-UP INFORMATION

- a. Any holes, pits, postholes, or other ground disturbances must be backfilled with dirt (not wood chips 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 USA.
- c. Trees and shrubs may not be disturbed without prior approval from Farm Progress Show Management and Progress City USA.
- d. Utility fixtures may not be disturbed without prior approval from Farm Progress Show Management and Progress City USA.
- e. Any exhibitors using air conditioning in their exhibit must have a plan for disposal/storage of water condensation that the unit produces. Exhibitors 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 to intercept phones, pager, and/or computers are prohibited.

NOISE & MUSIC IN EXHIBIT SPACE

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 to direct sound into the booth rather than into the aisle or toward neighboring exhibitors. *Rule of thumb: Sound and noise should not exceed 94 decibels when measured from the street immediately in front of an exhibit lot.* Exhibitors should be aware that music played in their exhibit space, 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.

FOOD & DRINK GIVEAWAYS

- a. Farm Progress Management must approve all food and drink items to be given away. This policy will be strictly enforced without exception.
- b. Exhibitors must submit a written request to show management detailing the specific food and/or drink item(s) they plan to give away. Requests for exemptions must be made in writing to shows@farmprogress.com no later than August 5, 2025.
- c. No alcohol is to be served without explicit approval from show management. Exhibitor must complete appropriate written request, abide by security requirements, and may not serve any alcohol before 2 PM.

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 clearing of equipment.
- c. Access to bulk water can be found near the loading dock in the northeast corner of the site.

SECURITY

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/her own products before, during, and after the show dates. Exhibitors with valuable equipment may wish to have their own security. Please contact show management for appropriate passes.

EXHIBIT SPACE POLICIES

ELECTRICITY

Electrical service is available at the Farm Progress Show for both indoor and outdoor exhibitors. Outdoor exhibitors may opt-in to the electrical service which ensures a 120v access point within 80' of the exhibit space at an additional charge as outlined in the Exhibit Space Application. If you need to confirm/edit your electrical access, please contact your sales representative or Peyton Fair at peyton.fair@farmprogress.com. Varied Industries Tent (VIT) exhibitors will have electrical access points throughout the tent at no additional charge. A limited supply of extension cords are available for checkout in the show office, however, exhibitors are encouraged to bring their own extension cords.

Any exhibitor with additional electrical needs will need to contract directly with England Electric prior to the show. Exhibitors must follow the electrical access policies as described below:

- a. Heavy use of electrical power may require additional work and/or charges from the on-site electrician.
- b. Only those exhibitors requesting electricity on their show application or those in the VIT will have access to standard-use electrical service.
- c. 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 August 1, 2025. If Farm Progress does not receive notice, the exhibitor will be billed at the rate specified in the exhibit contract. No refund will be made to the exhibitor.
- d. Only single-phase power is available.
- e. Exhibitors needing 120-volt power will find their electrical outlet within 80 feet of the back corner of their lot.
- f. Exhibitors should bring their own extension cords. However, a limited supply of extension cords will be available on a first-come, first-served basis at the show office.
- g. There will be 240-volt power available, however, some additional wiring may be required from the on-site electrician and charges may be incurred.
- h. Romex is not to be used as a flexible cord, nor used in contact with the ground.
- i. Any hookups more extensive than plugging in an extension cord require the use of a licensed electrician. The order form for electrical services and contact information for England Electric can be found under the Exhibitor Resources tab at www.farmprogressshow.com

USE OF FARM PROGRESS SHOW TRADEMARKS

No caps, buttons, jackets, or any other souvenirs 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.

If you would like your show team to sport the 2025 Farm Progress Show logo on your apparel, you must email your request to Dena Morgan at dena.morgan@farmprogress.com

USE OF OTHER COMPANY PRODUCTS

Exhibitors may use equipment from other companies to enhance their displays provided the company manufacturing that equipment is a qualified exhibitor at the show. Use of equipment from a company that is not qualified to participate in the show will result in a charge to qualify or exclusion of that equipment or product from the show. For questions on this policy, contact Matt Jungmann at matt.jungmann@farmprogress.com

GOLF CARTS & ATVs

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/UTV, the following rules apply and ***must 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 show office onsite. One golf cart or ATV is allowed per outdoor lot. Additional GC/ATV passes in excess of your allotment cost \$100/each and must be purchased in the show office. No golf carts or ATVs are allowed for those in the Varied Industries Tent (VIT).
- c. The Farm Progress Show is a pedestrian event. The vehicle displaying a GC/ATV tag will have limited use during show hours on show days. Acceptable use includes restocking exhibit materials 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 5 miles per hour at all times when the vehicle is in use on the exhibit field and surrounding areas.
- f. Only licensed drivers 25 years and older will operate the 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.
 - i. 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.
 - ii. Approved marketing sponsors will be allowed approval through sponsorship purchases to display marketing messages on ATVs, UTVs, and/or Golf Carts.
 - iii. 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.
 - iv. 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 ATVs 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.

EXHIBITOR INSURANCE

INSURANCE REQUIREMENTS

- a. A certificate of insurance is required for your exhibit and must be uploaded through the Exhibitor Resource Center (ERC) no later than **August 1, 2025**.

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; and
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 \$500,000 each occurrence combined single limit for bodily injury and 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.

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 (COI) forms must be submitted to Farm Progress 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. Exhibitors who do not upload their COI into the ERC may be subject to fees associated with the optional exhibitor insurance coverage.
- c. Since many international policies are not valid in the United States, all international exhibitors are required to purchase insurance through the application process which is supplied through ExhibitorInsurance.com, our designated insurance provider. The cost of the policy will be automatically added to all international exhibitor contracts. Coverage is subject to underwriting review, review the ineligible risks to ensure coverage. International exhibitors can opt-out of this coverage by uploading a valid Certificate of Insurance satisfactory to Farm Progress and with written approval from Show Management.
- d. If your insurance company requests an address to be used for the show, please use Farm Progress Limited, 255 38th Avenue, Suite P, St. Charles, IL 60174.
- e. Please note: Proof of insurance is required from any subcontractor used by an exhibitor who is not listed as an approved vendor for the Farm Progress Show.

CONTACT INFORMATION

GENERAL INQUIRIES CUSTOMER SERVICE

212.600.3668
800.441.1410

WWW.FARMPROGRESSSHOW.COM

EXHIBITOR INFORMATION

Peyton Fair	E: peyton.fair@farmprogress.com	P: 212.600.3905	C: 901.568.3168
Coral Defayette	E: coral.defayette@farmprogress.com		

SPONSORSHIPS & MEDIA

Dena Morgan	E: dena.morgan@farmprogress.com	P: 641.569.6790
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ON-SITE OPERATIONS MANAGEMENT

Rick Wild	E: rick.wild@farmprogress.com	P: 314.288.6770
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SHOW DIRECTOR

Matt Jungmann	E: matt.jungmann@farmprogress.com	P: 309.371.6117
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SALES

Matt Coniglio	E: matt.coniglio@farmprogress.com
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INTERNATIONAL VISITORS NEEDING A LETTER OF INVITATION

Tonya Culp, Decatur CVB	E: tonya@dectaurcvb.com
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