

## **SHOW TIMES**

As advertised, the Farm Expo is open to the public at 9 a.m. to 5:00 pm. on Saturday at 10:00 am to 4:00 pm. on Sunday. This being said, we expect and would appreciate all exhibitors to have their booth(s) open/on display during these times.

In the past, some exhibitors have started tearing down exhibits prior to the close of the expo when spectators were still in the building. When exhibitors begin picking up their displays prior to 4:00 pm on Sunday, it limits the opportunities for the spectators to get the full experience of the WIU Farm Expo. Please dispose of all trash in your booth space prior to leaving Western Hall.

## **PROCEDURES FOR EXHIBITING AT THE SHOW**

Exhibitors will need to comply with the following regulations relative to placing exhibits in Western Hall. Vehicles with electrical systems must have **the ground cable removed.**

Vehicles with fuel systems must have the **fuel cap taped shut.**

## **NO SPRAY PAINT OR ADHESIVES**

Briefly, the rules for placing exhibits **on the basketball court** are as follows:

1. No wheeled vehicles are allowed in the exhibit spaces on the wooden basketball court (area within the lined rectangle shown on the enclosed floor plan) without explicit permission.
2. No piece of equipment weighing over 1,000 pounds is permitted to be exhibited on the wooden basketball court.
3. Equipment/displays must not be set on the expansion joint between the wooden floor and the synthetic floor.
4. A 3/4" plywood road will be provided when it is necessary to move wheeled equipment over the wooden basketball court or when the forklift and tractor are used to move exhibits into booths adjacent to the basketball floor as well as into the show areas at the west end of the building.
5. Plywood will need to be placed beneath the pressure points of equipment.
6. Plywood pieces will need to be placed beneath the table legs.

The requirements for placing exhibits **on the synthetic floor**, which includes the entire area outside of the wooden basketball court as well as the east end of the building, are as follows:

7. Equipment will be moved into exhibit spaces using 3/8" thick plywood roads.

8. Care must be taken to not torque the plywood during the move-in process. Turning will need to be done gradually.
9. Equipment will need to be set on 3/8" plywood. Wheels and pressure points of tractors, combines, and other heavy equipment will need to be placed on 3/4" x 2" x 4" pieces of plywood.
10. A piece of plastic will need to be placed under vehicles with oil reservoirs and fuel tanks as well as displays involving fluids.
11. Vehicles with fuel tanks must have the fuel cap taped shut.
12. Vehicles with batteries must have the battery cables removed from the battery.
13. There will be no portable containers containing flammable liquids, such as gas cans, permitted inside Western Hall.
14. L.P. tanks will not be permitted in Western Hall.
15. **NO ARMOR ALL WILL BE ALLOWED IN WESTERN HALL.**

The overhead door, east end of Western Hall, measures 16 ft. in width.

Required plywood and plastic will be provided.

### **HOSPITALITY ROOM FOR EXHIBITORS**

Kelso Rhoades Real Estate Auction Group is sponsoring a hospitality room for exhibitors. This will be located in the hall to the west of the north entrance of the exhibit hall. There will be snacks throughout the day, as well as coffee and donuts in the morning.

### **INTERNET**

While internet is available in Western Hall, due to the size of the show it may not be reliable. If you need dedicated internet for your booth, please bring a reliable hot spot.

Concessions are available for purchase in the east arena.

### **CONTACT DURING THE SHOW**

If you need to reach us during move-in on Friday, or while you are at the show Saturday and Sunday, please call either number and we will help you to the best of our abilities.

Jana Knupp (Advisor): 309-255-5297 Avery Isringhausen (show coordinator): 618-431-3875