

**Wisconsin Public Service Corporation** 

P.O. Box 19001 Green Bay, WI 54307-9001 www.wisconsinpublicservice.com

February 2025

Dear WPS Farm Show Exhibitor,

We are pleased to confirm your booth reservation(s) at the 2025 WPS Farm Show.

Exhibitor kits should be picked up in the Farm Show office by 6 p.m. Monday, March 31. The show will run Tuesday, April 1, through Thursday, April 3. Tuesday and Wednesday from 9 a.m. to 4 p.m. and Thursday from 9 a.m. to 3 p.m. The show is held at EAA, 3130 Knapp St., Oshkosh, Wisconsin 54902.

Enclosed in this mailing are:

- Copy of your contract.
- Color-coded hangar maps with move-in times for all booths.
- EAA grounds aerial map noting preferred traffic patterns for move-in and move-out.
- Outdoor exhibit area map.
- Exhibitor reception invitation.
- Fire protection certification.

#### Move-in times

The enclosed color-coded maps show the move-in schedule for Thursday, March 27; Friday, March 28; and Monday, March 31. The grounds will **not** be open Saturday, March 29, or Sunday, March 30. The color-coded booths are for exhibitors that need the space, or forklifts and tractors, to set up large displays.

The grounds will be open for move-in from:

- 8 a.m. to 4 p.m. Thursday
- 7 a.m. to 5 p.m. Friday
- 7 a.m. to 6 p.m. Monday

Exhibitors with tabletop displays in yellow or blue colored booths can set up Monday morning. Exhibitors with tabletop displays in the magenta colored booths can set up Monday after noon. Outdoor exhibitors can set up anytime Friday or Monday.

Tractors and forklifts will be available for setup Thursday, Friday and Monday. Security services will begin at 8 a.m. Friday.

This year, during setup on Monday, there will be a food truck available located across from the Farm Show Office.

## Equipment — delivery and staging

Equipment delivery before scheduled move-in will be allowed. All equipment delivered early will be left at the owner's risk. Staging hours are 8 a.m. to 4:30 p.m. March 17 to 28. A limited number of forklifts and tractors will be available from 8 a.m. to 4:30 p.m. beginning Monday, March 24. If necessary, after-hours drop-offs are available; please contact me to arrange – 920-660-8172. **No access to the grounds will be permitted March 29 or 30.** 

## Shipping address

Use the following address when shipping items to the show:

WPS Farm Show — (your company name)
Booth (hangar letter or "O" for outside with booth number)
3130 Knapp St.
Oshkosh, WI 5490

### Farm Show office

The office is located on the west end of the grounds. Please stop by at setup to pick up your registration packet (includes parking passes, if they weren't mailed, more parking passes if needed, nametags and lanyards).

## Safety

Safety regulations only permit use of one forklift at a time to lift equipment from flatbeds. Available forklifts have 96-inch forks and a capacity of 15,000 pounds, in addition to several smaller units. Please make other arrangements if this will not accommodate your equipment.

## Fire protection certificate

A fire protection certificate is included. This is necessary only if your table covering/skirting does not have a tag that says it is flame retardant. We have flame-retardant spray in the Farm Show Office.

#### **Exhibitor reception**

The exhibitor reception will be Tuesday, April 1, in the food tent on the WPS Farm Show grounds. Doors will open at 4 p.m. and close at 6 p.m. Heavy hors d'oeuvres will be catered by LaSure's. AgriView will sponsor beer, and a cash bar for wine and cocktails will be available. All exhibitors are welcome.

## Setup deadline

All booths not set up by 6 p.m. Monday, March 31, will be sold unless other arrangements have been made – please contact Rob Juneau

#### **Booth removal**

Booth removal begins at 3 p.m. Thursday, April 3. Tractors and forklifts will be available until 7:30 p.m. and again at 7 a.m. Friday, April 4, until noon. Anything left on the grounds after noon, April 4, will be moved outside the Farm Show gates to the west end of the grounds. No services will be available for loading these items. If you have UPS, FedEx or any other shipping companies picking up your displays, make them aware of these times. Contact me if you have any concerns with these times.

## Are you exhibiting newsworthy products or services? Tell us about them.

Each year, news media look for story ideas while they are at the show. We'd like to help them and get publicity for your newsworthy products or services. Visit wpsfarmshow.com, select 'For exhibitors,' and complete our online news request form. We cannot guarantee coverage for all exhibitors that submit information, but we supply the media with story ideas when requested.

#### Free Wi-Fi

Free Wi-Fi service will be available to all exhibitors. Reliability has greatly improved over the years, but if you need continuous service, plan to use alternatives.

Sincerely,

Rob Juneau

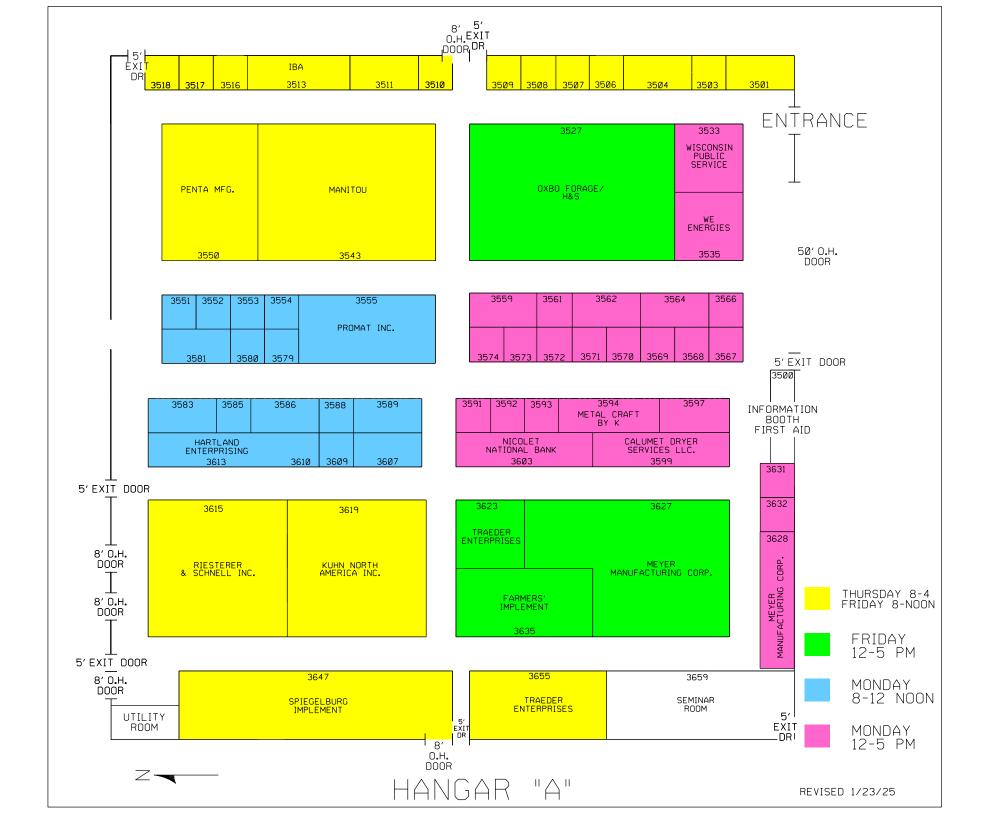
Manager — WPS Farm Show

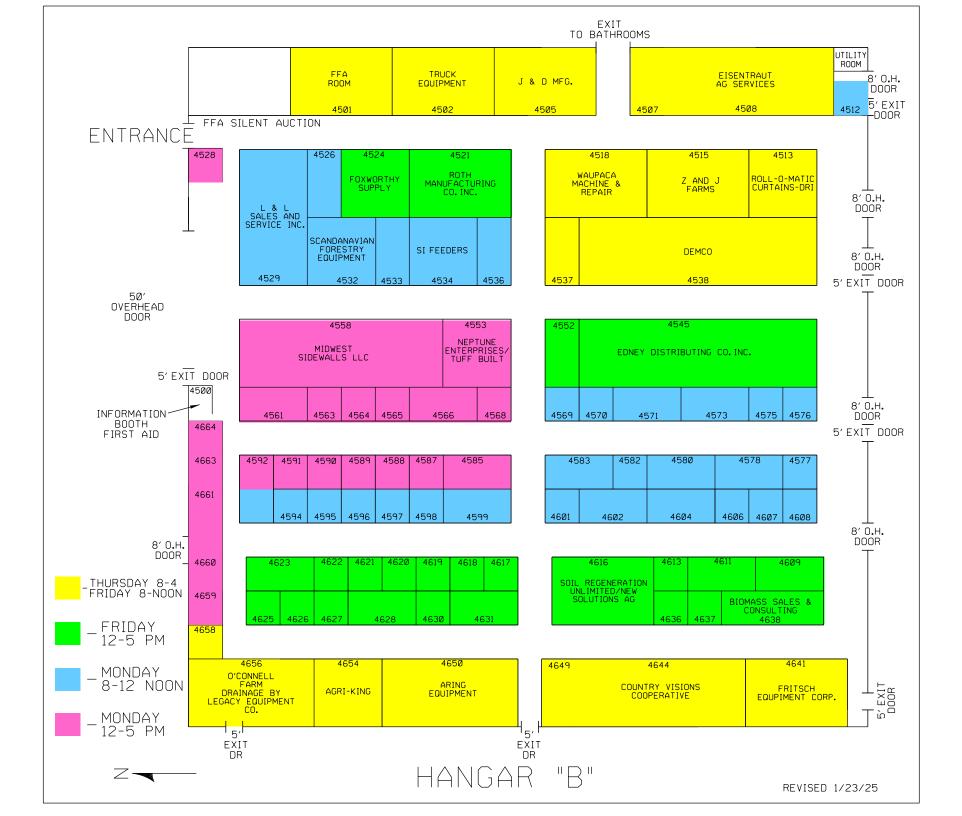
Robert Speneau

920-660-8172 cell

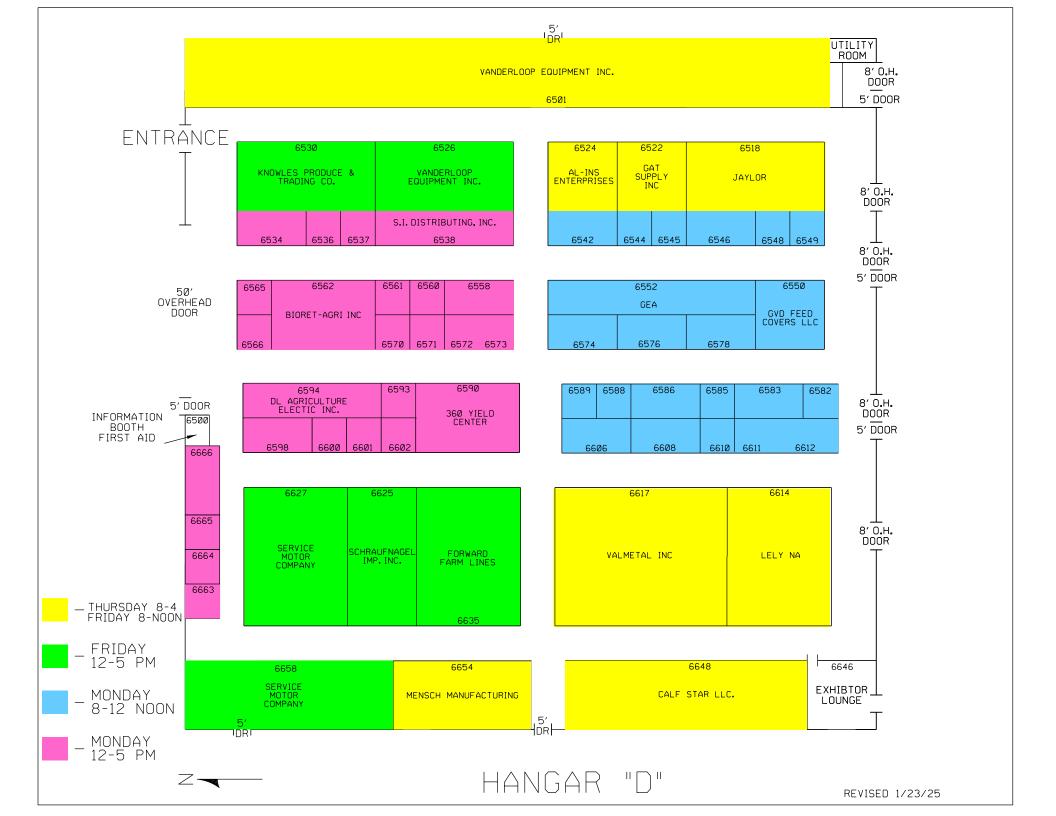
robert.juneau@wisconsinpublicservice.com

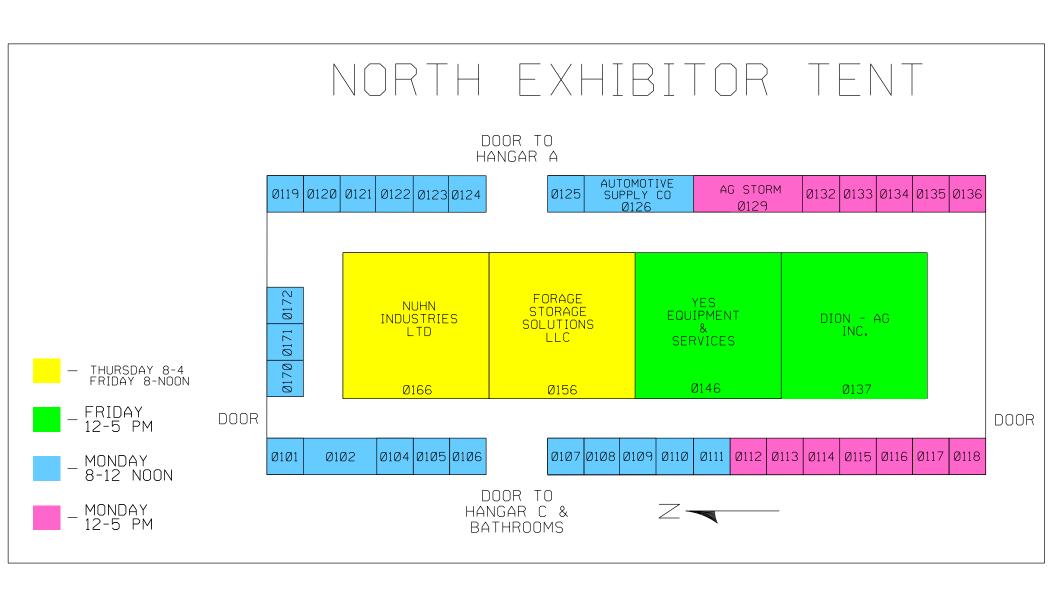
For more information about the 2025 WPS Farm Show, visit wisconsinpublicservice.com/farmshow.



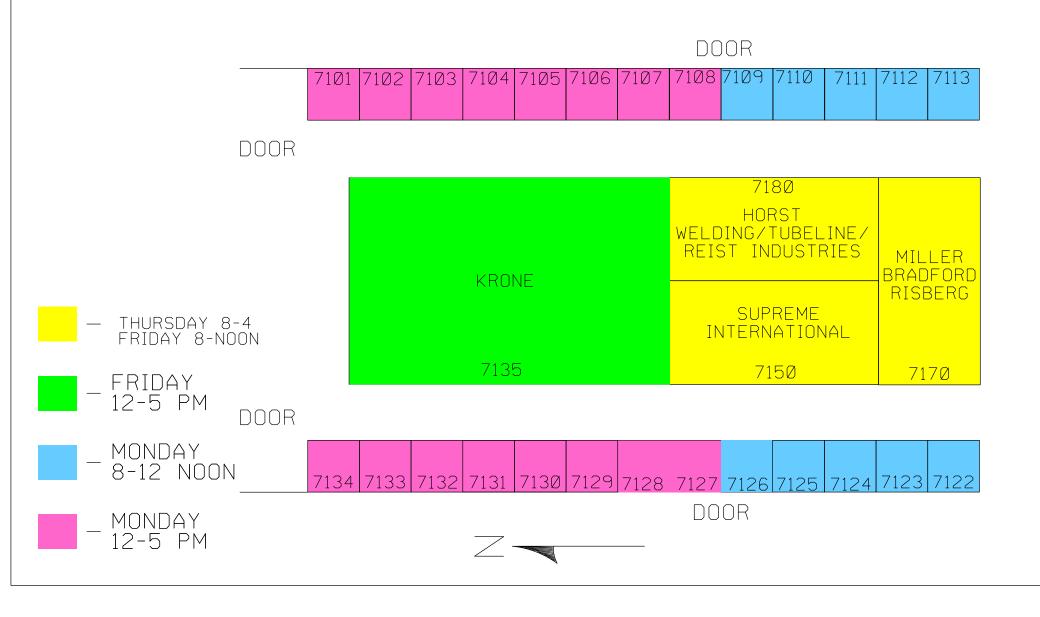


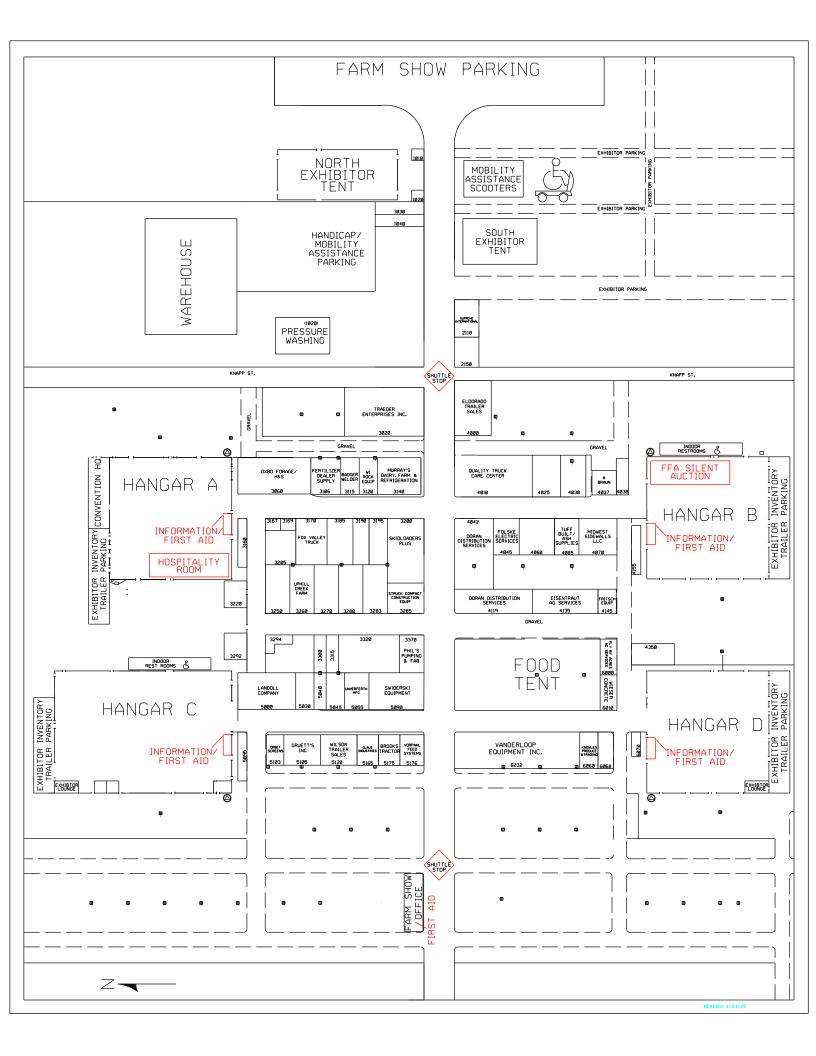






## SOUTH EXHIBITOR TENT





# **EAA Grounds 3130 Knapp St., Oshkosh WI 54902**



## **EXHIBITOR RECEPTION**

Please join us for an exhibitor reception.

Tues., April 1, 2025

4 - 6 p.m.

## In the Food Tent on the EAA Grounds

Heavy hors d'oeuvres will be served. AgriView will sponsor beer. A cash bar will be available for wine and cocktails. All exhibitors are welcome.



## City of Oshkosh Fire Regulations

NOTE: This is not a complete listing of the fire regulations, only an example of commonly violated regulations. The fire chief may modify the regulations below and has the ultimate authority over regulations by local and state law.

## **Indoor exhibitors**

- 1. Do not block fire extinguishers, exit ways or exit doors.
- 2. Booths and tables must comply with regulations for fire resistance of curtains, table drapes or decorations, per NFPA 701 (see *Fire-resistant materials and fire-retardant treatment* below).
- 3. No smoking is allowed inside the hangars.
- 4. No combustible vegetation (hay, straw, etc.) is allowed as decoration.
- 5. No open flame devices are allowed (for example, welding or soldering).
- Spark-producing devices (for example, drilling) are allowed subject to approval of the fire chief.
- 7. Fire extinguishers are located throughout the hangars.
- 8. Vehicles or trailers on display:
  - Vehicles must contain less than 5 gallons of fuel.
  - Fuel cap must be taped over.
  - Battery must be disconnected.
- 8. Fueled accessories (generators, blowers, chain saws, etc.):
  - Must not be running or operable.
  - Batteries disconnected, if applicable.
  - No fuel in fuel tank.
  - Fuel cap must be taped over.

## **Outdoor exhibitors**

- 1. Tents shall be made of flame-resistant material.
- 2. Booths and tables must comply with regulations for fire resistance of curtains, table drapes or decorations, per NFPA 701 (see *fire-resistant materials and fire-retardant treatment* below).
- 3. A minimum of one 2A 10B C fire extinguisher is required.
  - Fire extinguisher shall be mounted or secured to prevent accidental discharge.
  - Fire extinguisher shall be in close proximity to welding or any other spark-producing demonstrations or displays.
- 4. Smoking shall not be permitted in tents, canopies or membrane structures.
- 5. Open flames or other devices emitting flames, fire or heat or any flammable or combustible

- liquids, gas, charcoal or any other unapproved devices shall not be permitted inside or located within 20 feet of a tent while open to the public, unless approved by the Oshkosh Fire Department.
- 6. LP gas containers shall be located outside and safety release valves shall be pointed away from tents or canopies.
- 7. Flammable-liquid-fueled equipment shall not be used in tents or canopies.
- 8. No hay, straw, shavings or similar combustible materials shall be located within any assembly occupancy tent. Sawdust or wood chips inside tents must be kept damp.

## Fire-resistant materials and fire-retardant treatment

- Any decoration material used in a trade show must be made of flame-resistant material or shall be treated with a flame retardant in an approved manner.
- 2. Flame-resistant materials shall have a permanently affixed label bearing the identification of size and fabric or material type.
- Exhibitors that have treated materials with a fire retardant (see Fire-retardant products below) shall retain a copy of an affidavit or affirmation of this treatment on the premises.
  - Please use the enclosed form, Fire Protection Certification, to fulfill this requirement.

### Fire-retardant products

Exhibitors may use any approved fire-retardant products to treat their display materials, providing they follow the products' label directions and purchase them from a reputable supplier.

The supplier closest to the EAA Grounds is:
Oshkosh Fire & Police Equipment

175 Indian Point Road Oshkosh, WI 54901 920-235-3610

Toll-free: 800-236-3610 Fax: 920-235-3287 Email: info@ofpe.com

Web: ofpe.com



Pressure Washing Services will be available at the 2025 WPS Farm Show from:

Thursday, March 27th 7:00 AM - 5:00 PM Friday, March 28th 7:00 AM - 5:00 PM Monday, March 31st 7:00 AM - 5:00 PM Washing Fees:

- \$38 per small piece
- \$52 per medium piece
- \$75 per large piece
- \$115 per XL piece
- \$140 and up for XXL pieces
- Tire shine available starting @ \$20 per tire up to \$38 per tire which will be determined by Demark's
- Window Cleaning available anywhere from \$35.00 to \$65.00 dollars per piece of equipment

Size of equipment for fee is determined by DeMark's Window & Pressure cleaning personnel and communicated prior to washing. Additional charges may be due for exceptionally dirty or demo equipment. DeMark's is not responsible for any damaged, chipped, or scratched paint.

We ask all vendors to please schedule an appointment with us prior to the show. If you are not scheduled with us we will service you on a first come first serve basis.

Cash, check or credit card accepted and payment will be due before any services are rendered.

DeMark's Window & Pressure Cleaning 262-894-2057 or office@demarks.com





## Wisconsin FFA Silent Auction

In Hangar B during the WPS Farm Show

## We need your help!

Consider donating daily auction items and/or higher-value three-day auction items

As a sponsor, WPS invites you to donate an item or two for the auction (\$25 minimum value, please).

<u>IDEAS:</u> Items that sell really well are coolers filled with items, collectibles (paintings, collectible toys) tools, kids' toys/apparel, Carhartt clothing, experiences, gift cards, high-value farm supplies.

**Thousands of visitors will see your item prominently displayed** during the WPS Farm Show and have a chance to register a bid – all to raise money for Wisconsin FFA!

## Thank you in advance for your participation!

Wisconsin FFA now has more than 21,000 members statewide! We appreciate your support of this important organization.

To donate, items can be sent to:
Wisconsin FFA Foundation
1241 John Q Hammons Drive Suite 200
Madison, WI 53717

 Items can also be dropped off at the Farm Show office in Oshkosh upon your arrival at the show, or at the silent auction site in Hangar B.

For more information about the silent auction:

- Emily Peters, Communications and Event Coordinator, Wisconsin FFA Foundation, 608-218-1597
  - epeters@wisconsinffafoundation.org
- Corey Kuchta, Agribusiness Market Leader, Wisconsin Public Service, 906-863-4319

## Yes, I'd like to donate to the Wisconsin FFA Foundation Silent Auction!

□ I have enclosed iten	n(s) with this form		vill deliver item(s) to the WPS Farm S	show	
ompany		Show Booth No			
Contact Name <u>(Feel free to atto</u>	ıch a business card o	ver this	section)		
Phone	Mobile				
Address	Em	Email			
City	Stc	ıte	Zip		
Auction Item 1			Approx. \$ Value (min. \$25, plea	se)	
Auction Item 2	n Item 2			_ Approx. \$ Value (min. \$25, please)	
Auction Item 3			Approx \$ Value (min \$25 plea	se)	

### Return this form to: