

# EXHIBITOR MANUAL

---



**JANUARY 19-21, 2025**

---

**QUAD CITIES FARM EQUIPMENT SHOW  
QCCA EXPO CENTER  
2621 FOURTH AVENUE  
ROCK ISLAND, IL 61201**

---

# IMPORTANT – PLEASE READ CAREFULLY

Failure to act promptly could mean overtime charges, lack of immediate service at the show, or other unnecessary inconveniences.

This exhibitor's manual has been compiled to furnish exhibitors and their personnel with more complete details affecting all phases for the successful operation of your exhibit in the show. Questions on any points will be answered promptly by an inquiry to Show Management, Rob Junker. The order form is on the last page of this manual. It details rental equipment/utilities/services, floral decoration, shipping, labor, and forklift rental. Also enclosed are 2 maps directing you to the facility. Please note that it is best to drive down 5<sup>th</sup> Avenue and then turn left on 26<sup>th</sup> Street to 4<sup>th</sup> Avenue at which point you can turn right on 4<sup>th</sup> and enter the QCCA Expo Center parking lot.

All rates and data were verified as of printing time. Should any changes occur, supplementary bulletins will be issued promptly. The services listed are for your convenience only. **YOU ARE NOT OBLIGATED TO USE THEM.** The only exception would be that if wiring, additional lighting, power, or plumbing is required for your exhibit, it must be handled by the official contractors of the QCCA Expo Center.

Management suggests that you employ the services of the Expo Center for the greatest efficiency and ease during the move-in and move-out periods. However, you are certainly welcome to bring your own booth furnishings and you are permitted to have your own company employees unload and service your exhibit. If you need to hire help for unloading and labor or require fork- lift services, please contact the QCCA one month in advance to arrange. Building carts are available at no charge but you should make sure that you bring whatever other tools are needed with you. Also, if you intend to spray paint, please do it either outside of the facility or bring adequate material to cover and protect the exhibit floor.

The enclosed order forms, which must be accompanied by a check, where applicable, should be completed and returned to the QCCA at your earliest convenience but no later than 2 weeks prior to opening to guarantee the rates and services requested. In the case of the FREE Program listing, management cannot guarantee accuracy if the form is not returned to us within 30 days of opening. We urge you to give this manual to those having responsibility for your display.

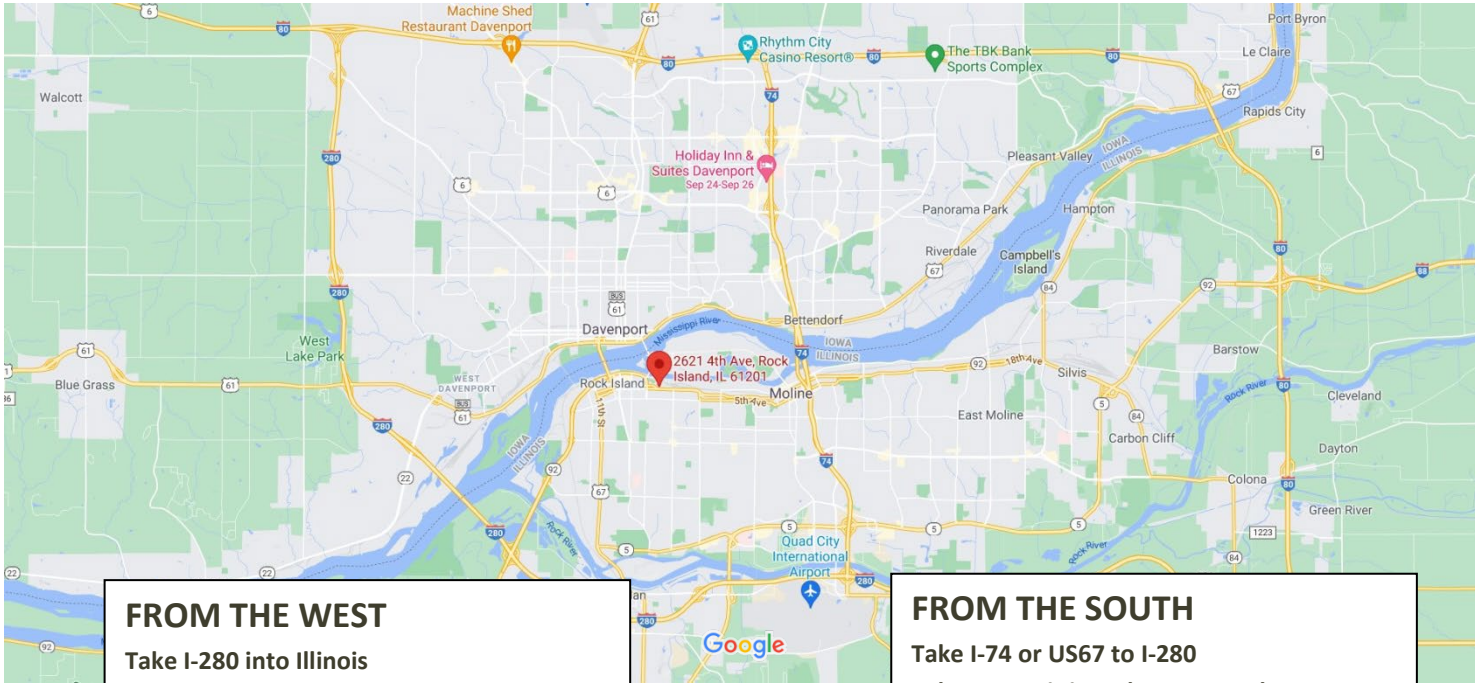
Thank you for being a part of the 2025 Quad Cities Farm Show! I look forward to seeing you.

Sincerely,

Robert Junker  
Show Director  
QCCA Expo Center

**QCCA EXPO CENTER 2621 4<sup>TH</sup> AVENUE, ROCK ISLAND, IL 61201**

## DIRECTIONS TO THE SHOW



### FROM THE WEST

Take I-280 into Illinois  
Take IL92 exit into downtown along riverfront and then as it bends away from the river till you reach 5<sup>th</sup> Ave.  
Turn left on 5<sup>th</sup> Ave, staying in left lane.  
Go 2 blocks to 26<sup>th</sup> Street.  
Turn left and pull up to stop sign.  
Expo Center is just across the street.

### FROM THE SOUTH

Take I-74 or US67 to I-280  
Take IL92 exit into downtown along riverfront and then as it bends away from the river till you reach 5<sup>th</sup> Ave.  
Turn left on 5<sup>th</sup> Ave., staying in left lane.  
Go 2 blocks to 26<sup>th</sup> Street.  
Turn left and pull up to stop sign.  
Expo Center is just across the street.

### FROM EAST OR NW ILLINOIS

Take I-88 to I-80 East  
Take I-80 East to I-280 West  
Take IL92 exit into downtown along riverfront and then as it bends away from the river till you reach 5<sup>th</sup> Ave.  
Turn left on 5<sup>th</sup> Ave, staying in left lane.  
Go 2 blocks to 26<sup>th</sup> Street.  
Turn left and pull up to stop sign.  
Expo Center is just across the street.

### FROM THE NORTH

Take US61 through Davenport to US67  
Take US67 across Centennial Bridge into Rock Island  
Turn left on 5<sup>th</sup> Ave, staying in left lane.  
Go 2 blocks to 26<sup>th</sup> Street.  
Turn left and pull up to stop sign.  
Expo Center is just across the street.

---

## **DATES & HOURS**

<b>Move In</b>	<b>Thursday, January 16</b>	<b>9 am – 5 pm</b>
	<b>Friday, January 17</b>	<b>8 am – 5 pm</b>
	<b>Saturday, January 18</b>	<b>8 am – 7 pm</b>
<b>Show Hours</b>	<b>Sunday, January 19</b>	<b>10 am – 5 pm</b>
	<b>Monday, January 20</b>	<b>9 am – 5 pm</b>
	<b>Tuesday, January 21</b>	<b>9 am – 3 pm</b>
<b>Move Out</b>	<b>Tuesday, January 21</b>	<b>3 pm – 9 pm</b>
	<b>Wednesday, January 22</b>	<b>8 am – 2 pm</b>

**PLEASE NOTE THAT THIS IS AN EXTENDED MOVE IN PERIOD AND WE WOULD LIKE TO RESERVE THURSDAY FOR ONLY THE BIG EQUIPMENT DISPLAYS. ALL OTHERS MAY COME ON FRIDAY OR SATURDAY, AT ANY TIME OF THE DAY THAT IS CONVENIENT FOR YOU. AS WE HAVE 3 MOVE IN DOORS, THERE IS NO NEED FOR A MOVE IN SCHEDULE. WE ASK THAT YOU DO NOT ATTEMPT TO MOVE EQUIPMENT IN ON OPENING MORNING AS WE PREFER TO KEEP THE MOVE IN DOORS CLOSED FOR WARMTH.**

---

## GENERAL INFORMATION

**SHOW OFFICE:** WILL OPEN AT 8 AM ON THURSDAY, JANUARY 16. THE OFFICE TELEPHONE NUMBER IS 309-788-5912. WE REQUEST THAT EXHIBITORS DELEGATE ONE AUTHORIZED PERSON TO DEAL WITH MANAGEMENT IN ALL MATTERS RELATING TO YOUR SHOW PARTICIPATION. REMEMBER, THE SHOW OFFICE IS ALWAYS OPEN AND IT IS THERE TO SERVE YOU.

**MOVE IN:** MOVE IN WILL BEGIN AT 9 AM ON THURSDAY, JANUARY 16 WHICH WILL BE RESERVED FOR THE VERY LARGE DISPLAYS THAT REQUIRE A NEARLY EMPTY HALL FOR ROOM TO MANEUVER. FRIDAY AND SATURDAY WILL BE FOR GENERAL MOVE IN OF ALL DISPLAYS BEGINNING AT 8 AM EACH DAY. WE WILL UTILIZE 3 MOVE IN DOORS; ONE ADJACENT TO THE FRONT ENTRANCE, ONE ADJACENT TO THE CONCESSION AREA, AND ONE BEHIND BOOTH 937A AS MARKED ON THE SHOW FLOOR PLAN. ALL EXHIBITORS ARE WELCOME AT 8 AM ON OPENING DAY, SUNDAY, JANUARY 19 FOR LAST MINUTE CLEANING AND POLISHING OF THEIR DISPLAYS, BUT WE ASK THAT YOU DO NOT ATTEMPT TO MOVE IN EQUIPMENT THAT MORNING.

**EXHIBITOR BADGES:** PLEASE FILL OUT AND RETURN THE FORM ENCLOSED SO THAT YOUR BADGES CAN BE PREPARED IN ADVANCE SO THEY WILL BE READY FOR YOU TO PICK UP AT THE SHOW OFFICE DURING MOVE IN. IF ADDITIONAL BADGES ARE NEEDED, THEY WILL BE READILY AVAILABLE DURING SHOW HOURS. ORDER ONLY IF YOU WANT THEM. THEY ARE FOR YOUR CONVENIENCE ONLY.

**COMMISSARY AND EXHIBITOR DINING:** THERE IS A SIT-DOWN CONCESSION AREA WITHIN THE COMPLEX TO SERVE LIGHT SNACKS, SANDWICHES AND HOT AND COLD DRINKS. IT IS AN IDEAL AREA FOR EXHIBITORS AND THEIR GUESTS OR CUSTOMERS TO GET AWAY FROM THE EXHIBIT FLOOR AND RELAX.

**SHOW LABOR AND DÉCOR:** THE EXPO CENTER WILL FUNCTION AS BOTH. ENCLOSED WITH THIS MANUAL IS THE ORDER FORM FOR ALL OF THE SERVICES WE PROVIDE. SHOULD YOU ELECT TO USE ANY OF THESE SERVICES, PLEASE MAIL/EMAIL THE APPROPRIATE FORM TO US. ALL 10- FOOT BOOTH EXHIBITORS WILL AUTOMATICALLY RECEIVE THE STANDARD BOOTH BACKGROUND AND THE 2 LINE COMPANY ID SIGN SO YOU DON'T HAVE TO ORDER THOSE.

**ELECTRIC WIRING:** ALL ELECTRIC WIRING MUST BE MADE BY THE EXPO CENTER ELECTRICIAN ONLY! IF YOU REQUIRE ELECTRICITY FOR YOUR EXHIBIT, PLEASE FILL OUT THE UTILITY/SERVICES FORM AND RETURN WITH PAYMENT.

**CLOSING, BREAKDOWN/MOVE OUT:** BREAKDOWN WILL BEGIN IMMEDIATELY AFTER THE SHOW CLOSES AT 3 PM ON TUESDAY, JANUARY 21 . NO EARLY MOVE OUT WILL BE ALLOWED. MOVE OUT WILL CONTINUE WEDNESDAY JANUARY 22 AT 8 AM AND ALL EXHIBITS MUST BE REMOVED BY 2 PM.

**SHIPPING:** THE EXPO CENTER IS AVAILABLE TO ASSIST WITH ANY SHIPPING ARRANGEMENTS EITHER TO OR FROM THE CENTER. A FULL EXPLANATION OF SHIPPING SERVICES AND A SERVICE ORDER FORM IS ENCLOSED.

**INSURANCE LIABILITY:** THE EXHIBITOR IS ENTIRELY RESPONSIBLE FOR THE SPACE THAT IS ALLOTTED TO YOU AND AGREES TO REIMBURSE THE CENTER FOR ANY DAMAGE TO FLOORS AND WALLS IN THAT SPACE. THEREFORE, IT IS REQUIRED THAT YOU CONTACT YOUR OWN INSURANCE COMPANY TO PURCHASE AN INEXPENSIVE FLOATER WHICH WILL ALSO COVER YOU FOR THEFT.

**PRESS AND PUBLIC RELATIONS:** A SERIES OF PRESS RELEASES WILL BE ISSUED BY MANAGEMENT TO OVER 300 PUBLICATIONS. PLEASE SEND PRESS MATERIAL TO US IF YOU WISH TO BE INCLUDED IN THIS PROGRAM.

---

**ADVERTISING:** IT WOULD BE EXTREMELY BENEFICIAL IF YOU WOULD INCLUDE MENTION OF YOUR PARTICIPATION IN YOUR NORMAL ADVERTISING. JUST A SIMPLE "SEE US AT THE QUAD CITIES EXPOFARM EQUIPMENT SHOW" WOULD BE FINE.

**PROGRAM BOOK:** A FREE EXHIBITOR LISTING WILL BE GIVEN TO EVERY SHOW ATTENDEE AND EVERY EXHIBITOR IS ENTITLED TO A LISTING WHICH WILL ALSO INCLUDE A SEPARATE HEADING FOR ALL THE BRAND NAMES THAT YOU EXHIBIT. PLEASE RETURN THE PROGRAM FORM TO MANAGEMENT BY DECEMBER 10 SO THAT WE CAN LIST YOU ACCURATELY. THIS LISTING WILL BE A PART OF ILLINOIS AGRI NEWS AND A PART OF THEIR SPECIAL SHOW ISSUE. IT WILL BE DISTRIBUTED BY THEM AT THE SHOW. PLEASE CONSIDER ADVERTISING YOUR PRODUCT OR SERVICE IN THIS SECTION.

## **HOTELS:**

WE HAVE SECURED A DISCOUNT RATE OF \$79 + TAX AT THE HOLIDAY INN, ROCK ISLAND. IT IS A VERY QUICK DRIVE FROM THE EXPO CENTER. THIS IS A DISCOUNTED RATE FOR ALL VENDORS. THE RATE IS FOR ONE ROOM WITH A KING OR 2 QUEEN BEDS. OFFER IS BASED ON AVAILABILITY AND CANNOT BE USED WITH OTHER DISCOUNTED OR NEGOTIATED RATES. CALL THE HOLIDAY INN AT 309-794-1212 AND ASK FOR THE QUAD CITIES FARM SHOW RATE.

THERE ARE MANY OTHER HOTELS IN THE AREA THAT DO NOT OFFER SHOW RATES BUT ARE CONVENIENT AND FAIRLY PRICED INCLUDING THE RADISSON IN MOLINE, IL; THE HAMPTON INN AND THE HOLIDAY INN EXPRESS IN MOLINE, IL AND JUMER'S CASINO HOTEL IN ROCK ISLAND.

**QUAD CITIES FARM EQUIPMENT SHOW ORDER FORM FOR EXHIBITOR BADGES**

SEND TO: ROB JUNKER  
QCCA EXPO CENTER  
2621 4<sup>TH</sup> AVENUE  
ROCK ISLAND, IL 61201

EMAIL: [rjunker@qccaexpocenter.com](mailto:rjunker@qccaexpocenter.com)

Exhibitor badges will be furnished to you for the representatives of your company that will be manning your exhibit at the show. Credentials will not be mailed but may be picked up during move in at the show office. If additional credentials are needed, they will be readily available at the show office during show hours.

PLEASE RETURN BY DECEMBER 13, 2024!

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

LIST WORKING PERSONNEL ( PLEASE PRINT)

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_
- 8) \_\_\_\_\_
- 9) \_\_\_\_\_
- 10) \_\_\_\_\_
- 11) \_\_\_\_\_
- 12) \_\_\_\_\_
- 13) \_\_\_\_\_
- 14) \_\_\_\_\_
- 15) \_\_\_\_\_

**QUAD CITIES FARM EQUIPMENT SHOW FORKLIFT ARRANGEMENT**

**SEND TO: ROB JUNKER**

**QCCA EXPO CENTER**

**2621 4<sup>TH</sup> AVENUE**

**ROCK ISLAND, IL 61201**

**EMAIL: [rjunker@gccaexpoctr.com](mailto:rjunker@gccaexpoctr.com)**

**AS IN PAST YEARS, THE QC FARM EQUIPMENT SHOW WILL CONTINUE THE ARRANGEMENT FOR RENTING FORKLIFT SERVICE. THE FORKLIFTS WILL BE OPERATED BY QCCA EXPO VOLUNTEERS. THE FEE STRUCTURE WILL REMAIN THE SAME AT \$40.00 ONE TIME FEE FOR FORK LIFT USE. THIS WILL COVER MOVE IN AND MOVE OUT. IF YOU REQUIRE THIS SERVICE, PLEASE FILL OUT THE FORM AND SEND TO THE ABOVE WITH A CHECK FOR \$40 FOR THE QCCA EXPO FARM SHOW**

**PLEASE RETURN BY DECEMBER 13, 2024!**

**COMPANY: \_\_\_\_\_**

**BOOTH #: \_\_\_\_\_**

**DAY FORKLIFT NEEDED FOR MOVE IN \_\_\_\_\_**

**COMPANY REP NAME \_\_\_\_\_**



**QUAD CITIES FARM EQUIPMENT SHOW ORDER FORM FOR FREE SHOW LISTING**

SEND TO: ROB JUNKER  
QCCA EXPO CENTER  
2621 4<sup>TH</sup> AVENUE  
ROCK ISLAND, IL 61201

EMAIL: [rjunker@qccaexpoctr.com](mailto:rjunker@qccaexpoctr.com)

A free exhibitor listing will be given out to every attendee. Each exhibitor is entitled to a listing but we need your help to ensure that you are listed accurately and that all of your brand names are included. IF YOU ARE A DISTRIBUTOR OR A MANUFACTURER REP AND HAVE MORE THAN ONE MANUFACTURER LISTED IN YOUR BOOTH, WE WOULD LIKE TO LIST EACH ONE OF YOUR PARTICIPATING COMPANIES UNDER BOTH YOUR HEADING AND THEIR OWN, IN CARE OF YOU.

This information will be given to Illinois Agri News for their special show issue which will be handed out from their booth and the front entrance to show visitors and will serve as the Official Show Program. Other publications may also do show issues but the official program will be by Agri News, and we encourage you to consider advertising in the special show section. Illinois Agri News can be reached at 815-223-2558.

MANAGEMENT CANNOT GUARANTEE ACCURACY OF YOUR LISTING IF THIS FORM IS NOT RECEIVED BY **DECEMBER 1, 2024!**

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

PRODUCTS OR BRAND NAMES TO BE DISPLAYED (PLEASE PRINT):

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