

AMARILLO

FARM & RANCH SHOW

Partnerships
driving
progress.

DECEMBER 1-3, 2026
AMARILLO, TEXAS

Amarillo Farm & Ranch Show Exhibitor Manual

December 1 – December 3, 2026

Amarillo Civic Center, Amarillo, TX
401 S Buchanan St.
3rd & S Buchanan St.
Amarillo, TX 79101

SHOW HOURS:

Tuesday, December 1	9:00 a.m. - 5:00 p.m.
Wednesday, December 2	9:00 a.m. - 5:00 p.m.
Thursday, December 3	9:00 a.m. - 3:00 p.m.

IMPORTANT CONTACTS

BOOTH SPACE RULES & REGULATIONS:

IDEAg Group, LLC
3080 Eagandale Place
Eagan, MN 55121
Phone: 800-827-8007
Fax: 847-483-1379
IDEAgOps@IDEAgGroup.com

DECORATOR:

Veal Convention Services (VCS)
3016 Rev Abraham Wood Jr. Blvd
Birmingham, AL 35203
Phone: 601-948-4228
Email: brooke@vealco.com

Thank you for your continued support of our show. We look forward to working with you on yet another successful Amarillo Farm & Ranch Show. This manual provides information on necessary rules, regulations, services, and show information for the 2026 event.

SHOW SCHEDULE

October 16	Show Program Orders Due
October 23	Deadline to update your company listing; instructions on page 4.
October 23	Deadline to order custom marketing pieces
October 23	Show program ad art due
October 23	Insurance certificate due to IDEAg Group, LLC Sample insurance forms are located on page 22 & 23.
October 29	Deadline to reserve discounted hotel rate at Embassy Suites
November 9	Begin accepting shipments at the Advanced Warehouse
November 13	Veal Deadline for the Discounted Advance Order Rates
November 20	Deadline to accept shipments at the Advanced Warehouse
November 29	Exhibitor move-in begins. 10:00 a.m. - 5:00 p.m. <u>by appointment only</u> Contact Taylor Anderson to arrange move-in time Phone: 507-829-1065
November 30	Shipments to the Amarillo Civic Center will be accepted. Shipments will NOT be accepted prior to this date. Shipping information is on pages 17 - 20.
November 30	Exhibitor move-in: 8:00 a.m. - 5:00 p.m.
December 1	Exhibitor move-in: 7:00 a.m. - 8:30 a.m. (no forklift service) Please reserve this time for booth touch-ups ONLY.
Dec. 1 – Dec. 3	Show Days Tuesday, December 1 9:00 a.m. - 5:00 p.m. Wednesday, December 2 9:00 a.m. - 5:00 p.m. Thursday, December 3 9:00 a.m. - 3:00 p.m.
December 3	Move-out Begins at 3:00 p.m.
December 3	Entire Amarillo Civic Center must be cleared by midnight!

LODGING: The Embassy Suites Amarillo is the official hotel for the Amarillo Farm and Ranch Show. An event room rate of \$159.00 + tax per night for exhibitors has been established. You can make a reservation by clicking on the reservation link or calling the number listed below. Use the link below to book your hotel room under the Amarillo Farm & Ranch Show block **by October 29, 2026.**

EMBASSY SUITES AMARILLO
550 Buchanan Street
Amarillo, Texas 79101
Tel: (806)-803-5500

[CLICK HERE to make your reservation](#)

BADGES: We will not be passing out badges. We recommend wearing your company shirt and nametag to further showcase your brand.

INSURANCE: Company shall secure and maintain, at its expense, at all times during the Event, the following insurance with limits no less than listed below: (a) Workers compensation and employer's liability insurance in accordance with the laws of the State where the Event is located; (b) comprehensive general liability insurance for personal injury, contractual liability, and operation of mobile equipment, and products liability; (c) automobile liability insurance; and (d) sufficient insurance to protect the Company's personal property and the property of its employees, representatives, agents, servants, contractors, guests, licensees and invitees at the Event.

Class 1 Exhibitor (Exhibitors with a booth that do not exhibit equipment or chemicals):

General Liability - \$1,000,000 each occurrence and \$2,000,000 aggregate

Automobile Liability - \$500,000 each occurrence

Class 2 Exhibitor (All other exhibitors)

General Liability - \$1,000,000 each occurrence and \$2,000,000 aggregate

Automobile Liability - \$1,000,000 each occurrence

Umbrella Liability - \$1,000,000 each occurrence

All such insurance shall be primary and shall name IDEAg Group, LLC and its owners, subsidiaries and affiliates and the Event facility owner and manager as additional insureds. All coverage shall be written on an occurrence basis.

IDEAg RESERVES THE RIGHT TO PROHIBIT COMPANY FROM SETTING UP OR OPERATING ITS BOOTH WITHOUT HAVING PROVIDED A CERTIFICATE OF INSURANCE.

Exhibitors are required to submit a copy of their Insurance Certificate to IDEAg either via email to IDEAgOps@IDEAgGroup.com or by fax at 847-483-1379 by **Friday, October 23, 2026**. Sample insurance forms are located on pages 23 & 24.

INSURANCE (CONT.):

IDEAg Group, LLC. and the Amarillo Farm & Ranch Show assume no risk by the acceptance of this agreement. The exhibitors expressly release IDEAg Group, LLC. and the Amarillo Farm & Ranch Show from any and all liability for any damage, injury or loss to any person or goods which may arise from the rental and occupation of said space by exhibitors and agree to hold and save IDEAg Amarillo Farm & Ranch Show harmless of and from any loss or damage by reason thereof. It is understood that IDEAg Group, LLC. and the Amarillo Farm & Ranch Show, the Amarillo Civic Center, and the legal entities which own, lease and/or operate the site, shall not be responsible or liable for injury to any person or persons, or for loss of, or injury to any person or persons, or for loss of, or damage to, any property belonging to the exhibitor, or any person or persons, while in transit to or from the site, or while on the site, or otherwise.

UPDATE YOUR FREE ONLINE EXHIBITOR LISTING:

We have upgraded our digital booth technology to make it easier for you to upload your company information on the digital floor plan and easier for our attendees to access that information on AmarilloFarmShow.com. Welcome to 3e from EXPOCAD!

It is also important for exhibitors to update their digital profiles because the category information you provide will list your company in more than one place in the printed show program as well as in the show app!

Upgrading your digital booth details is easier than ever! Follow the steps below and see your digital booth come to life on our website! Visit AmarilloFarmShow.com for more detailed instructions if needed.

If you don't see the email from Amarillo Farm Show via Expocad, be sure you are designated as the primary contact for your company. If you are not, the person designated as the primary contact likely received the email. If you are unable to track it down or you'd like your email added as admin, please contact IDEAg@IDEAgGroup.com to let us know.

1. Check your email and confirm via the link provided.
2. Set a password and enter your dashboard.
3. Update your company's details and information.
4. Review your digital booth and make necessary updates.
5. See how many visits your booth receives.

Update your product categories by October 23, 2026, to ensure you are listed in multiple places in the Show Program.

SHOW LOGO: The Amarillo Farm & Ranch Show logo and name is available for use with approval from the IDEAg marketing team. Please contact our marketing department at IDEAg@IDEAgGroup.com for the logo and identity guidelines.

VENDOR & SUPPLIER INFORMATION

DECORATOR: Veal Convention Services (VCS) is the official decorating contractor for the show. You can find their forms at the back of this kit. The forms can be sent to brooke@vealco.com. If you have any questions, you can call VCS at 601-948-4228.

INTERNET/TELEPHONE: Phone/Internet forms are included in this kit as well as listed on [Amarillo Farm and Ranch Show website](#). These services will be provided by the Amarillo Civic Center, for questions call 806-654-1719. Further information on page 22.

QUESTIONS: If you have any questions or concerns, please contact the IDEAg Operations team at IDEAgOps@IDEAgGroup.com or call 800-827-8007.

ADDITIONAL RULES & REGULATIONS:

The following Terms and Conditions are a binding part of the Contract Agreement. It is very important that exhibitor representatives working in the booth be notified of these terms and conditions, as well as the general information affecting the operation of the exhibits.

FORKLIFTS: Forklifts will be available for your use during move-in and move-out. You will be invoiced by the decorator (VCS) for forklift use. Please note: The H, A, G and L series of booths (L1350 - L1401) are located in carpeted areas where forklifting will not be allowed. All items must be hand-carried or carted to booths in these areas.

ACCESS TO CIVIC CENTER: The doors to the Amarillo Civic Center will be open according to the schedule listed on page 2. If you require access to the exhibit site at other times, please call Taylor Anderson at 507-829-1065.

ACCESS TO CIVIC CENTER DURING SHOW DAYS: Exhibitors can access the Civic Center two hours prior to the opening of each show day (7:00 a.m.). Exhibitors need to leave the Civic Center by 5:30 p.m. on Tuesday and Wednesday of the show and may remain at the exhibit site until midnight on Thursday for load out. No afterhours events may be conducted by exhibitors for attendees at the Civic Center.

EXHIBITING: See the floor plan online at <https://www.ideagroup.com/amarillo/exhibitor-floor-plan> for booth location.

BOOTH EQUIPMENT & DISPLAY RULES:

Each 10' x 10' booth will be set with 8' high blue and white back drape, 3' high side dividers, and a 7" x 44" company identification sign.

- All displays must fit within the confines of your assigned booth space.
- Exhibit display may not exceed 5' in height for the first 5' of the booth; the back 5' of booth can go up to 8' high.
- Large equipment must be set up with enough room in between pieces to allow attendees to walk around and view equipment from all sides.

SET UP RULES AND REGULATIONS:

All exhibitors must adhere to following booth set-up rules and regulations:

- Exhibits that include the operations of audio-visual equipment may not operate the equipment in a manner that will disturb other exhibitors.
- Exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits.
- Distribution of any literature or promotional item must remain within the confines of the exhibition booth unless receives Show Management's written consent.
- No exhibitor shall assign, sublet, or apportion the whole or any part of the space allocated without prior knowledge and consent in writing from Show Management.

Any configuration not approved by Show Management will be subject to reconfiguration on-site. Show Management withholds the right to change the configuration of any display it deems necessary, or it deems is in the best interest of the show. If hired labor is used to reconfigure your display, charges for this labor will be billed to the exhibitor.

Show Management reserves the right to control or remove any exhibitor's representative who performs any act or practice, which is annoying or objectionable, or, in the sole opinion of Show Management, detracts from the dignity of an individual exhibit or the entire show.

Exhibit space not claimed and occupied by 5:00 p.m. Monday, November 30, 2026, may be canceled or reassigned without refund. If the exhibit is on hand, Show Management reserves the right to assign labor and set up any display that is not in the process of being erected by 8:30 a.m. Tuesday, December 1, 2026. Charges for this labor will be billed to the exhibitor.

Any disagreements regarding the above guidelines will be dealt with at the sole discretion of Show Management.

BOOTH LOCATION: Show Management, at its discretion, reserves the right to relocate exhibits from year to year. Exhibitors who participated in the show the prior year will have selection priority, and consideration will be given if improvements have been made. Booth locations may be changed at any time if Show Management considers it to be in the best interest of the Amarillo Farm & Ranch Show.

DAMAGE TO THE CIVIC CENTER: The exhibitor assumes complete responsibility and liability for all loss, damage, or destruction of the property site of the Amarillo Farm & Ranch Show used by the exhibitor or brought onto the site in his behalf. The exhibitor also assumes full responsibility and liability for all injury in any and all persons or property in any way connected with the exhibitor's display, caused by the exhibitor, his agents, representatives or employees. Exhibitors are required to return their exhibit site to its original condition. The Amarillo Civic Center has asked us to remind you that you may not attach tape, nails, staples or pins to any wall, column, or wooden railing. Also, they recommend the use of 3M Brand Low Residue double-stick carpet tape, (available through VCS), which is much easier to clean off of the floor than box tape, duct tape or other types of adhesion. If you intend to paint anything, please

cover the floor prior to any spraying. The Amarillo Civic Center will bill you \$200 for the repair and cleanup of floors not covered prior to painting.

EXHIBITOR PARKING INFO: All exhibitors should park in the east parking lot or along Johnson & Grant Streets during the show. The north parking lot is reserved for attendees. Any trailers parked in the north lot will be removed.

OUTDOOR DISPLAYS: IDEAg Group, LLC maintains the right to control all outdoor displays and parking of trailers in the Amarillo Civic Center parking lots. Anyone who violates the rules will have their equipment towed at the owner's expense.

FOOD DISTRIBUTION: No food items or beverages may be sold on site outside the control of the Amarillo Civic Center's concessionaire without written consent from Show Management.

CANCELLATIONS: If payments are not made by the respective due dates, Show Management may elect to cancel and reassign exhibit space. If, in the opinion of Show Management, the terms and conditions of this Exhibitor Manual are not observed, Show Management may suspend your right to exhibit. THERE ARE NO REFUNDS.

NO ANIMALS ALLOWED: Animals, with the exception of ADA approved assistance dogs, are not allowed in the Amarillo Civic Center.

SECURITY: The Amarillo Police Department will have officers on duty from 5:00 p.m. to 7:00 a.m., Monday, November 30 through Thursday, December 3 Show Management does not assume any obligation of duty with respect to the protection of the property of exhibitors, which shall, at all times, be the sole responsibility of each exhibitor.

If you have any questions regarding booth set up, please contact a member of our operations team:

Taylor Anderson, Manager, Trade Show
Operations
651-316-4373
Taylor.Anderson@IDEAgGroup.com

Megan Asleson, Manager, Trade Show Events
651-316-4372
Megan.Asleson@IDEAgGroup.com

If you have any questions regarding your booth space, please contact a member of our sales team.

Mark Gold, Director, Event Sales
651-384-1160
Mark.Gold@IDEAgGroup.com

Scott Odin, Event Sales
651-316-4369
Scott.Odin@IDEAgGroup.com

Neil Southworth, Event Sales
651-316-4371
Neil.Southworth@IDEAgGroup.com



VEAL CONVENTION
SERVICES
FULL SERVICE CONVENTION SPECIALISTS
205.328.1010 www.vealco.com
3016 Rev Abraham Woods Jr Blvd.
Birmingham, AL 35203

EXHIBITOR SERVICE KIT

2026 Amarillo Farm and Ranch Show Amarillo Civic Center – Amarillo, Texas December 1-3, 2026

SHOW SCHEDULE

BULK EXHIBITOR MOVE IN:

Sunday November 29 10 am – 5 pm
By appointment only please contact Taylor Anderson with IDEAg
At 507-829-1065 to arrange move in schedule

GENERAL EXHIBITOR MOVE IN:

Monday November 30 8 am – 5 pm
Please refer to the IDEAg Exhibit Information for specific move in time

Tuesday December 1 7 am – 8:30 am
Please reserve Tuesday morning for booth touch ups only

SHOW HOURS:

Tuesday December 1 9 am – 5 pm
Wednesday December 2 9 am – 5 pm
Thursday December 3 9 am – 3 pm

SHOW DISMANTLE:

Thursday December 3 3 pm

The exhibit hall must be cleared Thursday evening. It is the exhibitor's responsibility to recover all exhibit material from hall before midnight. Neither Veal Convention Services, Inc. nor IDEAg, nor the Amarillo Civic Center will be responsible for material left unattended.

SHOW SPECIFICATIONS:

BOOTH SIZE Most booths are increments of 10' wide x 10' deep
Please refer to the IDEAg Exhibit Information for exact booth size

North, South Exhibit Halls, Concourse, Regency and Coliseum are uncarpeted

SHOW COLORS Blue and White

SHOW FURNISHINGS

THE FOLLOWING EQUIPMENT IS PROVIDED WITH THE RENTAL OF
FURNISHED EXHIBIT SPACE:

8' HIGH BLUE/WHITE/BLUE BACK DRAPES AND 3' HIGH BLUE DIVIDERS
(Nothing may be pinned, taped or stapled to this fabric)
ONE COMPANY NAME ID SIGN WITH BOOTH NUMBER

Exhibitors occupying unfurnished bulk floor space will not receive drape or dividers. Items are available through Veal Convention Services, Inc. at the exhibitor's expense.

Electrical service is NOT included with exhibit space. Order form attached.

Important: Internet service is limited! If internet service is mandatory in order to exhibit you must contact the Amarillo Civic Center at 806-378-4297 to confirm availability and cost. Internet service agreement attached.

The Amarillo Civic Center does not allow the use of tape, nails, staples or pins to any wall, column or wooden railing. Approved for use are 3M Brand Low Residue tape or painters, gaffers and masking tape. If you intend to paint please cover the floor prior to painting. Exhibitors are required to return their exhibit space to its original condition.



**2026 Amarillo Farm & Ranch Show
Amarillo Civic Center
December 1-3, 2026**

VEAL CONVENTION SERVICES, INC. IS PLEASED TO BE THE TRADE SHOW SERVICE CONTRACTOR FOR THIS EVENT. PLEASE CONTACT US AT **601.948.4228**. IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE WITH YOUR ORDER.

- ORDERS WITH PAYMENT IN FULL MUST BE RECEIVED BY **Friday, November 13, 2026** TO TAKE ADVANTAGE OF THE DISCOUNTED ADVANCE ORDER RATE.
- ORDERS WITH PAYMENT MUST BE RECEIVED A MINIMUM OF **72 HOURS** PRIOR TO EXHIBITOR MOVE IN TO AVOID PROCESSING DELAYS
- ORDERS FOR ADDITIONAL EQUIPMENT AND SERVICES MUST BE SUBMITTED WITH PAYMENT TO
- VEAL CONVENTION SERVICES, INC. – BROOKE FULLER
ADDITIONAL EQUIPMENT/SERVICES MAY BE EMAILED TO BROOKE FULLER – brooke@vealco.com
- ORDERS RECEIVED WITHOUT PAYMENT OR PURCHASE ORDER WILL NOT BE PROCESSED
- **Sales Tax Exemption:** If your company is tax exempt, a copy of your Tax Exemption Letter/Certificate (not Resale Certificate) must accompany your order. Your exemption **MUST** be issued by the State of Mississippi. Failure to submit tax exemption status will result in appropriate sales tax applied to your order.

NO REFUNDS WILL BE GIVEN FOR SERVICES NOT USED OR CANCELLED AFTER INSTALLATION

Questions, problems or discrepancies must be reported during exhibitor set up. No credits or adjustments will be considered after the show closes.



**VEAL CONVENTION
SERVICES**
FULL SERVICE CONVENTION SPECIALISTS
205.328.1010 www.vealco.com
3016 Rev Abraham Woods Jr Blvd.
Birmingham, AL 35203

CREDIT CARD BILLING AUTHORIZATION & PAYMENT POLICY

THIS FORM MUST ACCOMPANY ALL ORDERS	ORDER RECAP	Total from each page
PAYMENT POLICY: VCS requires payment in full, including applicable tax, when orders are submitted. <u>VCS requires that a credit card authorization be placed on file with your order.</u> <i>YOUR SHOWSITE REPRESENTATIVE MUST BE MADE AWARE OF THIS POLICY AND HAVE A MEANS OF PAYMENT UNLESS THERE IS A CREDIT CARD ON FILE. OTHERWISE SERVICES WILL BE DENIED</i> ORDERS RECEIVED WITH PAYMENT BY STATED DUE DATE QUALIFY FOR THE DISCOUNTED ADVANCE ORDER RATE. VCS will not be responsible for missed deadlines or processing delays resulting from payments mailed separately from order forms. NO REFUNDS WILL BE GIVEN FOR SERVICES NOT USED OR CANCELLED AFTER INSTALLATION. Questions, problems or discrepancies must be reported during exhibitor set up. No credits or adjustments will be considered after the show closes. • PURCHASE ORDERS – NOT CONSIDERED PAYMENT	Standard Furnishings	
	Electrical Service	
	Carpet	
	Labor	
	Booth Cleaning	
	Material Handling	
	Forklift Service	
	Grand Total \$ _____	
	FOR YOUR CONVENIENCE, VCS WILL USE THIS AUTHORIZATION TO CHARGE YOUR ACCOUNT FOR SERVICES, INCLUDING LABOR, FREIGHT, OR OTHER MISCELLANEOUS SERVICES NOT COVERED BY YOUR INITIAL PAYMENT.	

CREDIT CARD AUTHORIZATION – complete all information ☐ American Express ☐ Mastercard ☐ Visa	
THIS FORM IS FOR USE BY CONVENTION DISPLAY SERVICE ONLY. ALL INFORMATION IS KEPT CONFIDENTIAL	
Account # _____	Verification Code _____
V-Code: Mastercard, Visa – 3 digit on back: American Express – 4 digit on front	
_____	EXP. DATE _____
PRINT CARDHOLDER NAME	
_____	BILLING ZIP CODE _____
CARDHOLDER SIGNATURE	

I agree in placing this order that I have accepted VCS terms and conditions

Exhibiting Firm Name _____

Address _____

City _____ State _____ Zip _____

Authorized Contact _____ Title _____

Phone (____) _____ Fax (____) _____

x Authorized Signature _____ E-Mail: _____

Convention or Trade Show: 2026 Amarillo Farm and Ranch Show – Amarillo Civic Center

Return To:
VEAL CONVENTION SERVICES, INC.
Brooke Fuller
EMAIL BROOKE@VEALCO.COM

601-948-4228 WITH QUESTIONS



FURNITURE & ACCESSORIES

Show: Amarillo Farm & Ranch Show
Discount Deadline: November 13, 2026
Phone Orders Not Accepted

Qty	Description	Advance Price	Floor Price
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Skirted Tables 24" wide x 30" h

Includes white vinyl top & pleated skirt on 3 sides

___ Skirted 4' table*	\$ 55.00	\$ 75.00	___
___ Skirted 6' table	\$ 75.00	\$100.00	___
___ Skirted 8' table	\$ 95.00	\$125.00	___
___ 4 th Side Skirting, Optional	\$ 20.00		___

*Note *4' comes skirted on 4 sides*

Skirted Tables 24 "wide x 42" h (counter height)

Includes white vinyl top & pleated skirt on 3 sides

___ Skirted 4' table *	\$ 80.00	\$100.00	___
___ Skirted 6' table	\$ 95.00	\$125.00	___
___ Skirted 8' table	\$110.00	\$145.00	___
___ 4 th Side Skirting, Optional	\$ 35.00		___

*Note *4' comes skirted on 4 sides*

Table skirts will be Blue

Un-Skirted Tables 24" wide x 30" high

___ 4' table	\$ 30.00	\$ 38.00	___
___ 6' table	\$ 35.00	\$ 44.00	___
___ 8' table	\$ 40.00	\$ 52.00	___

Un-Skirted Tables 24" wide x 42" high

___ 4' table	\$ 35.00	\$ 44.00	___
___ 6' table	\$ 41.00	\$ 52.00	___
___ 8' table	\$ 55.00	\$ 75.00	___

Seating

___ Black Folding Chair	\$ 15.00	\$ 20.00	___
___ Arm Chair	\$ 50.00	\$ 65.00	___
___ High Stool	\$ 55.00	\$ 70.00	___

Note: Arm Chair & High Stool are covered in gray fabric with lightly padded back and seat

Qty	Description	Advance Price	Floor Price
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Accessories

___ Aluminum Floor Easel	\$ 30.00	\$ 40.00	___
___ Wastebasket	\$ 15.00	\$ 20.00	___
___ 8' Post & Base Unit		\$ 12.00	___
___ Extender Rod		\$ 6.00	___
___ 8' h drapes per lin ft	\$ 5.00'	\$ 6.00'	___
___ 3' h drapes per lin ft	\$ 3.00'	\$ 4.00'	___

Note: show colors prevail

The following are available by advance order only

___ 4' x 8' Chrome Gridwall panel	\$ 75.00	___
___ Pegboard Vertical Mount*	\$ 90.00	___
___ Pegboard Horizontal Mount*	\$ 90.00	___

**Note: 4 x 8' framed brown pegboard sheets with 1/4" holes
Mounting accessories for pegboards & gridwalls not provided*

___ Literature Rack	\$ 60.00	___
___ Bag Stand	\$ 50.00	___
___ Lollipop Stand – chrome	\$ 25.00	___
___ Round Pedestal Table**	\$125.00	___

***Note: 24" diameter with adjustable height*

___ S-shaped hook- pack of 20	\$ 5.00	___
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Single Tier Risers 12" wide x 12" high

___ 6' covered – white	\$ 39.00	___
___ 8' covered – white	\$ 46.00	___
___ 6' without cover	\$ 21.00	___
___ 8' without cover	\$ 26.00	___

Total all items ordered on this sheet _____

Add 8.25% tax _____

Payment Enclosed _____

Return to Veal Convention Services, Brooke Fuller

Email : brooke@vealco.co

Call 601-948-4228 with questions

Exhibiting Firm Name _____

Print Contact Name _____ Title _____

Mailing Address: _____ City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____

X Authorized Signature _____ E-mail: _____



ELECTRICAL SERVICE

Show: Amarillo Farm & Ranch Show
Discount Deadline: November 13, 2026
Phone Orders Not Accepted

Current Available: 110-208 Volt A. C. Single Phase, 60 cycle
 208 Volt A. C. Three Phase, 60 Cycle

Connectors have one plug. Exhibitors should provide their own extension cords and/or power strips.

Qty	Description	Advance Price	Floor Price
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120 Volt Service

___ 500 Watts (5 Amps)	\$110.00	\$130.00
___ 1000 Watts (10 Amps)	\$120.00	\$144.00
___ 1500 Watts (15 Amps)	\$130.00	\$156.00
___ 2000 Watts (20 Amps)	\$145.00	\$175.00

Exhibitors ordering 208V connections must notify the CDS Service Desk when the equipment is set and ready for hookup.

Equipment requiring 208V connections needs to be able to be direct wired or if equipment has a molded plug, the exhibitor must provide the appropriate female receptacle.

208 Volt – Single Phase Service

___ 20 Amps	\$151.00	\$193.00
___ 30 Amps	\$171.00	\$221.00
___ 40 Amps	\$186.00	\$246.00
___ 50 Amps	\$211.00	\$271.00

208 Volt – Three Phase Service

___ 20 Amps	\$216.00	\$281.00
___ 30 Amps	\$246.00	\$321.00
___ 40 Amps	\$276.00	\$361.00
___ 50 Amps	\$306.00	\$401.00

All electrical connections must be made by the contractor to conform with the electrical code. Wall outlets, post or floor outlets are not a part of booth space. All booths are individually checked during show to determine actual users of power. Exhibitors found using power where no outlets have been ordered prior to show are subject to 1 ½ times normal rate for outlets used.

Total all items ordered on this sheet	_____
Add 8.25% tax	_____
Payment Enclosed	_____

Prices include delivery, installation, rental & removal.
 All orders are governed by the VCS payment policy as stated in the exhibitor kit

NO REFUNDS WILL BE GIVEN FOR SERVICES NOT USED OR CANCELLED AFTER INSTALLATION.

Questions, problems or discrepancies must be reported during exhibitor set up. No credits or adjustments will be considered after the show closes.

Return To:

VEAL CONVENTION SERVICES, INC.
Brooke Fuller
EMAIL BROOKE@VEALCO.COM

601-948-4228 WITH QUESTIONS

Exhibiting Company Name _____
 Print Contact Name _____ Title _____
 Mailing Address _____ City _____ State _____ Zip _____
 Phone (____) _____ Fax (____) _____



**2026 Amarillo Farm and Ranch Show
Amarillo Civic Center
December 1-3, 2026**

Important Carpet Information

**Permanently carpeted areas of the building are
Heritage Ballroom, Auditorium Lobby, Buchanan
Street Lobby and Johnson Street Glass Room**

**Uncarpeted areas of building are North and
South Exhibit Halls, all Concourses, Regency
Room and Coliseum Floor**

**Please do not order carpet if booth space is
located on a permanently carpeted surface**



STANDARD BOOTH CARPET

ORDER DUE BY
November 13, 2026

ALL PRICES QUOTED INCLUDE RENTAL, DELIVERY, INSTALLATION, REMOVAL AND TAPING FRONT EDGE

STANDARD CARPET - 9' WIDE

STANDARD CARPET WILL NOT BE TRIMMED TO FIT BOOTH SPACE

LENGTH Linear Feet	QUANTITY	ADVANCE PRICE	FLOOR PRICE	AMOUNT
10' SECTION		\$ 63.00	\$ 83.00	\$
20' SECTION		\$126.00	\$166.00	\$
30' SECTION		\$189.00	\$249.00	\$
Over 30'	# Lin. Ft. _____	\$ 6.30 Linear Ft.	\$ 8.30 Linear Ft.	\$

PADDING FOR STANDARD CARPET

LENGTH Linear Feet	QUANTITY	ADVANCE PRICE	FLOOR PRICE	AMOUNT
10' SECTION		\$ 40.00	\$ 53.00	\$
20' SECTION		\$ 80.00	\$106.00	\$
30' SECTION		\$120.00	\$159.00	\$
Over 30'	# Lin. Ft. _____	\$ 4.00 Linear Ft.	\$ 5.30 Linear Ft.	\$

COLOR SELECTIONS (please check one) ☐ MEDIUM RED ☐ GRAY MIST ☐ BLACK

ADDITIONAL TAPING per Linear Foot _____ Ft

@\$.65 per Ft. = _____

VISQUENE per Linear Foot _____ Ft

@\$1.35 per Ft = _____

NO REFUNDS WILL BE GIVEN FOR SERVICES NOT USED

OR CANCELLED AFTER INSTALLATION

Questions, problems or discrepancies must be reported during exhibitor set up. No credits or adjustments will be considered after the show closes.

SUB TOTAL \$ _____

ADD 8.25% TAX \$ _____

TOTAL \$ _____

ORDERS WITHOUT PAYMENT WILL NOT BE PROCESSED

Please type or print

Exhibiting Firm Name: _____ Contact: _____

Address: _____

City: _____ State _____ Zip _____

Phone: (____) _____ Fax: (____) _____ E-Mail _____

Convention or Show: **202 Amarillo Farm & Ranch Show – Amarillo Civic Center**

Authorized Signature _____

Return To:
VEAL CONVENTION SERVICES, INC.
Brooke Fuller
EMAIL BROOKE@VEALCO.COM

601-948-4228 WITH QUESTIONS



BOOTH CLEANING AND JANITORIAL SERVICES

ORDERS DUE BY November 13, 2026
PHONE ORDERS NOT ACCEPTED

The cleaning services provided by the Exhibit Hall include only a general sweeping of the aisles. If you wish special services as listed below, please complete this form and mail it with payment to Convention Display Service, Inc.

CHECK THE SERVICE REQUIRED All Rates Are Based On Gross Booth Area

CLEANING SERVICES

☐ VACUUMING OF BOOTH ☐ ONCE PRE-SHOW OR ☐ DAILY ____ DAYS

Total # of Sq. Ft _____
x \$.30 Per Day \$ _____

JANITORIAL

☐ EMPTY WASTEBASKETS _____ Days @ 18.00
DAILY Per Booth Per Day \$ _____

**NO REFUNDS WILL BE GIVEN FOR SERVICES NOT USED
OR CANCELLED AFTER INSTALLATION.**

Questions, problems or discrepancies must be reported during exhibitor set up. No credits or adjustments will be considered after the show closes.

TOTAL \$ _____

Please type or print

Exhibiting Firm Name: _____ Attn: _____

Address: _____

City: _____ State _____ Zip _____

Phone: (____) _____ Fax: (____) _____ E-Mail _____

Booth No. _____ Convention or Show : **2026 Amarillo Farm & Ranch Show – Amarillo Civic Center**

Authorized Signature _____

Return To:
VEAL CONVENTION SERVICES, INC.
Brooke Fuller
EMAIL BROOKE@VEALCO.COM

601-948-4228 WITH QUESTIONS



LABOR

**ORDER DUE BY
NOVEMBER 13, 2026
PHONE ORDERS NOT ACCEPTED**

**LABOR RATES: \$45.00 per hour per man - straight time
\$67.50 per hour per man - overtime**

One hour minimum per man. Rates quoted are based on prevailing wage scales and subject to change upon notice. All labor before 8:00 AM, after 4:30 PM weekdays, at any time on Saturday, Sunday and Holidays is considered overtime.

PLEASE INDICATE LABOR REQUIRED ACCORDING TO THIS SCHEDULE:

	NO. OF MEN	DATE	TIME	APPRX. HRS	AMOUNT DUE
INSTALL ☐ ST ☐ OT					
DISMANTLE ☐ ST ☐ OT					

☐ CDS SUPERVISION PROCEED WITH INSTALLATION at the earliest time. Exhibit will be installed on straight time whenever possible. ☐ Set up instructions enclosed with order ☐ Set up instructions with exhibit To insure an efficient and proper installation, set up instructions must be provided	☐ EXHIBITOR SUPERVISION DO NOT PROCEED. Exhibitor's representative will call at Service Desk for labor at _____ ☐ AM ☐ PM No labor will be dispatched directly to the booth. Exhibitors must come to the service desk to sign out required number of men and return to the service desk upon completion of work to release labor. Starting time other than 8 AM cannot be guaranteed.
---	--

Please indicate the service desired. If procedure is not indicated, labor will not be assigned until exhibitor reports to the service desk. A one hour minimum per man will be charged if exhibitor does not pick up labor as specified.

A CREDIT CARD MUST BE PLACED ON FILE IF LABOR IS ORDERED.

Please type or print

Exhibiting Firm Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____ E-mail: _____

Booth No. _____ Convention or Show: **2026 Amarillo Farm and Ranch Show – Amarillo Civic Center**

Signature: _____

Return To: VEAL CONVENTION SERVICES, INC., BROOKE FULLER

EMAIL TO BROOKE@VEALCO.COM

CALL 601-948-4228 WITH QUESTIONS



**2026 Amarillo Farm and Ranch Show
Amarillo Civic Center – Amarillo, Texas
December 1-3, 2026**

SHIPPING AND MATERIAL HANDLING TIPS

Exhibitors Should Make Certain That All Material Is Properly Insured Against Fire, Theft, Damage And All Hazards While In Transit, To And From Your Booth, And For The Duration Of The Show. While It Is Understood That Convention Display Service, Inc. Will Use Its Best Efforts To Protect The Exhibitor's Property, It Is Not Responsible For Loss, Theft Or Damage.

WEIGHT AND PIECE COUNT

MATERIAL HANDLING CHARGES ARE CALCULATED BY TOTAL WEIGHT OF EACH DELIVERY MADE TO RECEIVING DOCK VIA LTL CARRIERS. SHIP ITEMS TOGETHER WHEN POSSIBLE.

SHIPMENTS RECEIVED WITHOUT INDIVIDUAL CARRIER RECEIPTS (UPS, FEDEX & OTHER SMALL PACKAGE OR SPECIALIZED CARRIERS) WILL BE DELIVERED TO THE BOOTH WITHOUT GUARANTEE OF PIECE COUNT OR CONDITION. NO LIABILITY WILL BE ASSUMED BY CDS FOR SUCH SHIPMENTS.

UNCRATED OR LOOSE MATERIALS AND LOCAL DELIVERIES WILL BE ACCEPTED AT THE SHOW SITE ONLY.

- **A Credit Card Must Be On File If Material Handling Services Are Required.**
- **ALL SHIPMENTS MUST ARRIVE FREIGHT PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.**
- **VCS MATERIAL HANDLING CHARGES DO NOT INCLUDE PAYMENT OF CARRIER CHARGES**



SHIPPING & MATERIAL HANDLING INFORMATION

2026 Amarillo Farm and Ranch Show
Amarillo Civic Center
December 1-3, 2026

Veal Convention Services, Inc. is the official drayage/material handling contractor for this event. Please read all information contained in this section carefully so that there will be no last minute confusion regarding your shipment.

SHIPPING ADDRESSES

VCS will receive containerized, non-hazardous, non-perishable materials at the following address 30 days prior to show. Non-containerized shipments, loose materials and local deliveries will be accepted at the show site only. **There is a charge for this service.**

ADVANCE RECEIVING

Receiving hours:
7 am-9 am

Exhibiting Firm Name
Amarillo Farm & Ranch Booth #
c/o CDS at ARCBest
9100 East Triangle Drive
Amarillo, TX 79106

SHIPMENTS MUST ARRIVE AT ABOVE ADDRESS BETWEEN Monday, November 9 through Friday, November 20, 2026 TO INSURE PROPER HANDLING. IF YOU CANNOT MEET THIS DEADLINE PLEASE CONTACT VCS FOR INSTRUCTIONS. *Shipments will be accepted at the advance receiving address no earlier than thirty days prior to show set up. Receiving hours are 8 AM to 4 PM, Monday – Friday. Closed on Saturday and Sunday*

DIRECT TO SITE

Receiving hours:
7 am – 5 pm

Exhibiting Firm Name
Amarillo Farm & Ranch Booth #
c/o Amarillo Civic Center
401 South Buchanan Street
Amarillo, TX 79101

SHIPMENTS WILL NOT BE ACCEPTED ON-SITE UNTIL Monday, November 30, 2026. VCS will not be responsible for refused or delayed shipments resulting from attempted deliveries to show site prior to this date. Shipments signed for by facility personnel may be turned over to VCS distribution. Exhibitors will be charged accordingly.

ALL SHIPMENTS MUST ARRIVE FREIGHT PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.
VCS MATERIAL HANDLING CHARGES DO NOT INCLUDE PREPAID CARRIER CHARGES

- Shipments received without individual carrier receipts or bills of lading (UPS, FedEx, Airborne, Etc) will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed by VCS for such shipments.
- Exhibitors Should Make Certain That All Material Is Properly Insured Against Fire, Theft, Damage And All Hazards While In Transit, To And From Your Booth, And For The Duration Of The Show. While It Is Understood That Veal Convention Services, Inc. Will Use Its Best Efforts To Protect The Exhibitor's Property, It Is Not Responsible For Loss, Theft Or Damage.



MATERIAL HANDLING RATE SCHEDULE

OVERTIME: BEFORE 8 AM OR AFTER 4:00 PM - WEEKDAYS SAT., SUN., HOLIDAYS

STRAIGHT TIME: MONDAY - FRIDAY 8 AM - 4:00 PM

RATES APPLY TO EACH 100 LBS OR FRACTION THEREOF. EACH DELIVERY IS CONSIDERED SEPARATELY. NO CUMULATIVE WEIGHTS WILL BE ALLOWED ON MINIMUMS, SPLIT SHIPMENTS, ETC.

- ALL SHIPMENTS MUST ARRIVE PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.
- RATES DO NOT INCLUDE PAYMENT OF CARRIER CHARGES

CHARGES INCLUDE THE FOLLOWING SERVICES

- * 1. Receive & store **crated, boxed or skidded shipments** (30 days free storage prior to exhibitor move-in)
- * 2. Handling to Exhibit Hall
- * 3. Charges from dock to exhibitor's space, empty crate removal and return, and loading out on carrier are all included in rate
- * Uncrated or loose materials and local deliveries will be accepted at the show site only.

RATES

- \$50.00 CWT Straight Time (single shipment over 200 lbs)
- \$75.00 CWT Overtime (single shipment over 200 lbs)
- ◆ **\$100.00 MINIMUM CHARGE** (single shipments 50lbs to 200 lbs)
CWT = per hundred weight
(Example: 300 lbs = 3 CWT)

SMALL PACKAGE: Maximum weight per shipment, per delivery is 50 lbs
Cartons, envelopes, or other containers received without documentation via specialized carriers (UPS, FedEx, etc.) will be delivered without guarantee of piece count or condition.

Shipments received via specialized carriers not falling into the small package category will be subject to CWT rates.

First carton per delivery @\$30.00
Each add'l carton in delivery @\$12.00

It is understood that your calculations are an estimate and invoicing will be done from the actual weight / piece count.

Adjustments will be made accordingly

____ LBS PER CWT X \$ ____ per CWT = Material Handling Charge (per individual shipment) = \$ ____

Minimum Charge (single shipment of 50 lbs to 200 lbs) @\$100.00 each = \$ ____

Small Package 1st container \$30.00 ____ Add'l containers @ \$12.00 each ____ Total = \$ ____

Forklift with driver - PER HOUR IN	\$110.00	\$ ____	Forklift with driver - 1/2 hr MINIMUM IN	\$65.00	\$ ____
Forklift with driver - PER HOUR OUT	\$110.00	\$ ____	Forklift with driver - 1/2 hr MINIMUM OUT	\$65.00	\$ ____

FORKLIFT RATED AT 5,000 LBS WITH 4' FORKS. IF THIS IS NOT ADEQUATE PLEASE CONTACT CDS TO MAKE SPECIAL ARRANGEMENTS

A CREDIT CARD MUST BE PLACED ON FILE IF MATERIAL HANDLING SERVICES ARE REQUESTED

Please print or type

Exhibiting Firm Name: _____

Print Contact Name: _____

Mailing Address: _____ City _____ State _____ Zip _____

Phone () _____ Fax: _____ E-Mail _____

Convention or Show: **2026 Amarillo Farm & Ranch Show – Amarillo Civic Center**

Signature _____

Return To: VEAL CONVENTION SERVICES, BROOKE FULLER
EMAIL TO: BROOKE@VEALCO.COM – CALL 901-948-4228 WITH QUESTIONS



**RETURN SHIPPING FROM
2026 Amarillo Farm & Ranch Show**

THIS FORM IS FOR VERIFICATION PURPOSES ONLY AND DOES NOT CONSTITUTE ANY RESPONSIBILITY ON THE PART OF VCS PERSONNEL FOR THE COMPLETION OF YOUR SHIPPING DOCUMENTS.

FAILURE TO CONFIRM FINANCIAL ARRANGEMENTS FOR VCS MATERIAL HANDLING SERVICES IN ADVANCE MAY RESULT IN SHIPPING DELAYS

SHIP TO:

CITY _____
STATE _____ ZIP _____

SHIPMENT MUST ARRIVE AT THE ABOVE ADDRESS NO LATER THAN _____

Please allow for adequate shipping time when selecting carrier. CDS will expedite shipments to the best of our ability, however CDS is not responsible for delay of rush shipments.

PLEASE INDICATE OUTBOUND SERVICE PROVIDER

Exhibiting Firms Are Responsible For Making Sure That Shipments Are Re-Packed, Labeled And That Properly Executed Shipping Documents Are Tendered To Veal Convention Services, Inc. Before Departing The Show Floor.

NOTE: UPS GROUND AND FEDEX GROUND SHIPMENTS ARE REQUIRED TO HAVE PREPAID RETURN LABELS

☐ **ABF FREIGHT SYSTEM** **ABF Billing Address** _____

☐ **FEDEX AIR** **FedEx Acct. #** _____

☐ **OTHER (please name)** _____
EXHIBITING FIRMS USING FEDEX OR UPS MUST SUPPLY PREPAID RETURN LABELS

VEAL CONVENTION SERVICES, INC. WILL NOT RELEASE SHIPMENTS TO ANY CARRIER UNLESS PROPERLY EXECUTED SHIPPING DOCUMENTS HAVE BEEN PRESENTED TO THE VEAL CONVENTION SERVICE, INC. FREIGHT DESK.

- EXHIBITING FIRMS NOT USING ABF FREIGHT SYSTEM OR FEDEX AIR ARE RESPONSIBLE FOR ARRANGING CARRIER PICK UP
- **CARRIERS MUST BE ON SITE FOR CARRIER PICK UP BY 5 PM, THURSDAY, DECEMBER 3, 2026**
- **VEAL CONVENTION SERVICES, INC. DOES NOT PREPAY OUTBOUND CARRIER CHARGES**
- **Exhibiting Firms Using Specialized Carriers Must Provide Shipping Documents And Declaration Of Contents As Required By Carrier to Veal Convention Services, Inc.**

VEAL CONVENTION SERVICES, INC. RESERVES THE RIGHT TO RE-ROUTE ANY SHIPMENT IF A DESIGNATED CARRIER FAILS TO CHECK IN WITH THE FREIGHT DESK BY THE STATED CHECK IN TIME. Veal Convention Services, Inc. assumes no liability as a result of such re-routing or handling. The exhibiting firm will be charged accordingly. Veal Convention Services, Inc. is not responsible for shipments left in booth by exhibitor. VCS will count & ship pieces as found when loading out from exhibit hall.

Return To: VEAL CONVENTION SERVICES, INC – BROOKE FULLER
EMAIL TO BROOKE@VEALCO.COM – CALL 601-948-4228 WITH QUESTIONS

Exhibiting Firm Name _____

Contact Name _____ Phone () _____

Fax () _____ E-mail: _____

Authorized Signature _____



Meet. Play. Celebrate.

P.O. Box 1971 • Amarillo, Texas • 806-378-4297 • (FAX) 806-378-4234

Internet and Telephone Service Agreement

Company Name		Show Name		Booth No.	
Billing Name				Show Dates	
Billing Address				Email	
City, State, Zip Code					
Contact Name		Telephone		Fax Number	
Credit Card No. (Visa/MasterCard)		Expiration	Cardholder Signature	Print Cardholder Name	

Description of Service	Price Day 1	Price per add. Day	Sub Total Price	Quantity	Total
1. Telephone Line					
a. Local & Toll Free Access (Instrument Provided)	\$ 35.00	\$ 10.00			
b. Long Distance Included (Instrument Provided)	\$ 50.00	\$ 20.00			
c. Outbound Modem Line Only (for credit cards)	\$ 35.00	\$ 10.00			
2. Up to 256K Wireless Internet Service (Free Wi-Fi is available courtesy of the Amarillo Civic Center & AMA Tech-Tel)					
3. High Speed Internet Service (Hard-wired Shared Service – Single Private IP address)					
a. 8MB Down/1MB Up Shared Bandwidth	\$ 150.00	\$ 50.00			
b. For dedicated service, or special needs contact the Amarillo Civic Center Complex Operations Manager, 806-378-9480. Special services must be arranged 7 days prior to move-in. Services and fees are based on service requirements and capability.					
*4. Expedite Charges per Line (if ordered less than 7 days prior to move-in)					
a. Telephone/Modem Service	\$ 25.00				
b. High Speed Internet Shared Bandwidth	\$ 25.00				
*5. Expedite Charges per line On Site/Move-in Order Fee per Line (if ordering after move-in begins)					
a. Telephone/Modem Service	\$ 50.00				
b. High Speed Internet	\$ 100.00				
*To avoid additional charges orders must be received 7 days prior to move-in			Tax 8.25%		
All fees subject to local sales tax. Total payment must accompany orders.			Grand Total		

Terms and Conditions

The Amarillo Civic Center Complex provides free public Wi-Fi service throughout the facilities. This is not a guaranteed service. The Amarillo Civic Center Complex does not provide dedicated Wi-Fi and Wi-Fi bandwidth availability is subject to shared usage. Internet connections are charged per connection. Telephone/Modem lines are charged per line. Additional labor and material charges may be added for designing and installing special configurations. The Amarillo Civic Center Complex is not responsible for network saturation, failures caused by misuse, power fluctuation, etc... The Amarillo Civic Center Complex can only guarantee connection speeds to the internet port of the router connected to the internet. The Amarillo Civic Center Complex is not responsible for web traffic and network saturation outside of the facility, Acts of God and network failure outside of the building are not the responsibility of the Amarillo Civic Center Complex. The Amarillo Civic Center Complex does not provide security (i.e. firewalls, virus protection, etc...)

Cancellations, must be made in writing, are subject to a \$50 fee. Credit will not be given to services installed but not used. Credit will not be given to for the cancellation of special services once they have been ordered.

I agree to the Terms and Conditions of this document and will hold the Amarillo Civic Center Complex, its agents and contracts harmless for any and all liabilities arising from the use of the internet and phone services provided.

Signature

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
Current Date

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Your Insurance Company/Agent Address City, State Zip	CONTACT NAME: Agent Name	
	PHONE (A/C, No, Ext): Agent Number	FAX (A/C, No):
INSURED Your Company Name Address City, State Zip	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Your Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		
NAIC #		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
X	GENERAL LIABILITY	X		Policy Number	Effective Date	Expiration Date	EACH OCCURRENCE \$ 1,000,000
	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	CLAIMS-MADE ☐ OCCUR ☐						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC						PERSONAL & ADV INJURY \$ 1,000,000
X	AUTOMOBILE LIABILITY	X		Policy Number			GENERAL AGGREGATE \$ 2,000,000
	ANY AUTO						PRODUCTS - COMP/OP AGG \$ 2,000,000
	ALL OWNED AUTOS ☐ SCHEDULED AUTOS NON-OWNED AUTOS ☐						
	HIRED AUTOS ☐						
	UMBRELLA LIAB						COMBINED SINGLE LIMIT (Ea accident) \$ 500,000
	EXCESS LIAB						BODILY INJURY (Per person) \$
	DED ☐ RETENTION \$						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y / N ☐ N / A		Policy Number			WC STATUTORY LIMITS ☐ OTHER ☐
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Describe your business operations

Description of event

Additional insured shall include: IDEAg Group, LLC and owners, subsidiaries and affiliates

The Event Facility Owner and Manager

CERTIFICATE HOLDER

CANCELLATION

IDEAg Group, LLC
American Farm Bureau Federation
3080 Eagandale Place
Eagan, MN 55121

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
Current Date

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Your Insurance Company/Agent Address City, State Zip	CONTACT NAME: Agent Name	
	PHONE (A/C, No, Ext): Agent Number	FAX (A/C, No):
INSURED Your Company Name Address City, State Zip	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Your Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		
NAIC #		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
☒	GENERAL LIABILITY	☒		Policy Number	Effective Date	Expiration Date	EACH OCCURRENCE \$ 1,000,000
	☒ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	☐ CLAIMS-MADE ☐ OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC						PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
☒	AUTOMOBILE LIABILITY	☒					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☒ ANY AUTO						BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS ☐ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident) \$
☒	UMBRELLA LIAB	☐					EACH OCCURRENCE \$ 1,000,000
	☐ EXCESS LIAB						AGGREGATE \$
	☐ DED ☐ RETENTION \$						
☒	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	☐					WC STATUTORY LIMITS ☐ OTH-ER ☐
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / ☒ N / A						E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Describe your business operations

Description of event

Additional insured shall include: IDEAg Group, LLC and owners, subsidiaries and affiliates

The Event Facility Owner and Manager

CERTIFICATE HOLDER

CANCELLATION

IDEAg Group, LLC American Farm Bureau Federation 3080 Eagandale Place Eagan, MN 55121	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

Amarillo Farm and Ranch Show 2026: Exhibitor Liability Insurance Requirements

Rainprotection's Exhibitor Insurance Program

As a standard requirement for all our show exhibitors, you are **required** to carry general liability insurance coverage for our show, including all relevant additional insureds with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. **Insurance coverage is not optional.**

To simplify this process, IDEAg Group, LLC has set up a program with **Rainprotection Insurance** to provide you with a hassle-free, zero-deductible policy that meets all show requirements and covers domestic and international exhibitors. Best of all, your policy is automatically submitted to show management upon purchase.

Click the button below to purchase compliant liability insurance for just \$99 (taxes may apply).

Buy Insurance Instantly Online

Note: While completing the online application, DO NOT check any boxes unless they specifically relate to what you will be doing at your booth at the event.

Submitting Your Own Insurance

If you choose to provide your own insurance instead, you must coordinate with your broker to ensure that your policy is fully compliant with all show requirements. It must meet the following strict criteria:

It is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. This insurance must be in force during the lease dates of the event (November 30–December 3, 2026), naming IDEAg Group, LLC (3080 Eagandale Place Eagan, MN 55121) as the certificate holder. The following must be named as additional insured(s): IDEAg Group, LLC and owners, subsidiaries and affiliates and the Amarillo Civic Center.

If, after reading the above, you still choose to provide your own insurance, please submit a copy of your compliant COI to IDEAgOps@IDEAgGroup.com.