

This contract for exhibit space is subject to approval by The Pennsylvania State University ("PSU") which reserves the right to interpret whether or not the proposed exhibit contributes to the educational objectives required. Your signature signifies acceptance of our Rules and Regulations (on back) and agreement to deadline and payment requirements.

COMPANY INFORMATION (PLEASE PRINT OR TYPE)

Company Name _____

Contact Person (First, MI, Last) _____

Acceptance Signature (required) _____ Date _____

Street Address _____

City _____ State _____ Postal Code _____

Phone No. _____ Fax No. _____

Contact Person Email _____ Company Email _____

Company Website _____

Products Exhibited _____

On-site Contact (First, MI, Last) _____ Mobile # _____

Address (if different) _____

OFFICIAL USE ONLY

Exhibitor Number _____

Received Date _____

Insurance Recd. Date _____

Amount Due \$ _____

Date Paid _____

Credit/Check # _____

Amount Paid \$ _____

Booth # _____

Size _____

Location _____

On-site Contact Email _____

EXHIBITOR SPACE REQUEST or REGISTER ONLINE at <http://agsci.psu.edu/timber/exhibitors>

Exhibitor Type: Commercial Noncommercial

Exhibitor Status: Returning New

Returning Exhibitor Space Request: Same Space as Previous Show Request Space Re-Assignment, Comments: _____

Reserved Booth Number: _____

Preferred Location: Indoor (Building) Outdoor Will consider either option

Discount Offers and Sponsorship Opportunities

Are you a PFPA member? Yes (If so, deduct \$100 from your exhibitor fee) OR Take the early registration discount

Registrations before January 23, 2017 offer: \$150 off an outdoor rate (2500sf or more), \$50 off an outdoor rate (1250sf or less), \$50 off an indoor rate.

Contact us about sponsorship opportunities: Primary Sponsor (\$5,000) Demonstration Sponsor (\$2,500) Educational Sponsor (\$1,000)

Commercial Rates (PLEASE NOTE THE LOT SIZE IS LISTED AS FRONTAGE X DEPTH)

Outdoor Lots, Space Fees (includes access to 110 & 220, single phase electricity)

- 25' x 25' - \$875
- 25' x 50' - \$900
- 50' x 50' - \$1,250
- 50' x 100' - \$1,700
- 100' x 50' - \$1,850
- 100' x 100' - \$2,100

Indoor Lots (cost includes electricity, one 8' table, and two chairs)

- 15' frontage x 10' depth - \$885
- 20' frontage x 10' depth - \$1,144

Noncommercial/Non-Profit Organization Rates (PLEASE NOTE THE LOT SIZE IS LISTED AS FRONTAGE X DEPTH)

Outdoor Lots 25' x 50' with or without electricity - \$575

Indoor Lots (cost includes electricity, one 8' table, and two chairs)

- 10' x 10' - \$375
- 20' x 10' - \$700

Space Rate Fee : _____ Applicable Discount: \$50 \$150 OR \$100 (PFPA) Total Payment Due: _____

PAYMENT INFORMATION

Contracts, certificate of insurance and total payment must be received by **Monday, May 1, 2017** (deadline also for renewal of exhibitors.) Full payments must accompany the signed contract. Checks must be payable to: **The Pennsylvania State University** (Fed. ID #24-6000-376). Credit Card payments must include address associated with credit card if different than listed above. Return copy to: Penn State's Timber Show, 318C Tyson Bldg., University Park, PA 16802 Phone: 814-865-2081 Fax: 814-865-1677.

If paying by credit card, complete the following information: Visa Mastercard Discover American Express

Credit Card No. Exp. Date CSV Code _____

Name as appears on the credit card _____ Authorized signature _____

Credit Card Address _____

Rules and Regulations

Eligibility of Exhibitors

Any business, firm, or organization which manufactures or provides a product or service to the forest products industry may apply for exhibit space at Penn State's (PSU) PA Timber Show. PSU reserves the right to determine whether or not a potential exhibitor contributes to the educational event in accordance with the following objectives:

To exhibit and demonstrate for the forest products industry; the machinery, equipment, supplies and materials with emphasis on showing improved methods in harvesting, handling, production, and utilization based upon latest research achievements.

To provide for exhibiting appropriate products and services which contribute to the user safety, quality control, and sustainable practices.

To showcase PSU departmental programs in the College of Agricultural Sciences, other PSU colleges, and state and federal agencies which indicate accomplishments in forestry, or agricultural science and technology.

Contract For Exhibit Space

Potential exhibitors must complete this contract and return it with full payment. Checks must be made payable to: The Pennsylvania State University. Most major credit cards are accepted.

Exhibitors that have paid to exhibit but cancel their reserved space outside of 10 days before the event will receive a refund less a 20% handling fee. Cancellations received within 10 days before the event will forfeit 50% of the exhibitor fee. "No shows" without prior notification of the event will forfeit 100% of their paid exhibitor fee. The same reserved space will not be guaranteed for the next year's event unless arrangements to that effect are made in writing with PSU.

PSU makes the decision on space assignment to all exhibitors and reserves the right to reject any application for exhibit space. Only one paid exhibitor per space will be recognized on the layout map and show program.

All exhibitors must provide a Certificate of Insurance showing proof of existing policies which cover general liability, automobile liability, workers' compensation, and employers' liability. A \$1 million minimum of coverage insurance certificate for exhibitors or equipment demonstrators is required. For in-the-woods demonstrations, a \$3 million minimum coverage insurance certificate is required. The Pennsylvania State University must be shown as an Additional Insured under the general liability insurance.

This contract is governed by the laws of the Commonwealth of Pennsylvania. Any and all legal actions arising out of this contract shall take place in the courts serving the County of Centre, Pennsylvania.

Exhibit Set Up and Tear Down

The exhibit area will be available to outdoor lot exhibitors for constructing displays and/or setting up exhibits at 8:00 a.m. on Monday, June 2. Exhibitors assigned to one of the exhibit buildings cannot set-up until Wednesday, June 7. All exhibits must be in place by 9:00 a.m., Friday, June 9. No items shall be dismantled or removed from the exhibit area or the show grounds until after 4:00 p.m., Saturday, June 10.

Extensive digging, excavation, or earth moving will not be permitted in the exhibit area. Posts may be set with written permission of PSU.

Displays and equipment on outdoor lots must be removed from the exhibit area within one week of the show closure, unless special permission is obtained from PSU.

Table-top displays and materials in all of the indoor exhibit buildings must be removed at the close of show Saturday evening.

PSU Regulations

Over-the-counter sales are permitted as governed by the rules and regulations outlined on the sales contract form. All items sold during show hours must be hand carried. No large items that are sold will be loaded or removed with a vehicle until after that show day's closing. No soliciting will be permitted in the parking lots or other land associated with PA Timber Show or PSU.

Exhibits found to be inappropriate with respect to the educational objectives of PSU/ PA Timber show will not be permitted. Musical or carnival-type entertainment supplied by an exhibitor for the sole purpose of attracting an audience to a specific exhibit will not be permitted.

Each exhibitor will be responsible for keeping his exhibit free of litter. The abuse (untidy appearance of exhibits or other acts objectionable to the management) by exhibitors or concessionaires of any privilege granted will cause forfeiture of all rights without recourse.

PSU will exercise due care relative to items for exhibit after their arrival at the site. However, PSU will not be responsible for injury to personnel, loss, or damage from any cause to articles and equipment on exhibit. The Pennsylvania State University shall be indemnified, defended, and held harmless by a exhibitor from any and all claims, causes of actions, legal proceedings or any other proceedings which may arise from

such exhibitor's participation in PA Timber Show, including any subcontractors of the exhibitor. Exhibitor shall not use any subcontractors to provide any services for its exhibit space on PSU premises, without either:

1) using a subcontractor on the Timber Show Accepted Subcontractor List.

2) providing PSU/Timber Show with an insurance certificate from the subcontractor showing proof of existing policies which cover general liability, automobile liability, workers' compensation, and employers' liability. The Pennsylvania State University must be shown as an Additional Insured under the general liability insurance.

Distribution of literature and/or goods describing equipment, products, or educational activities must be confined to the exhibitor's lot or immediate demonstration area.

Exhibitors are required to maintain adequate safety standards. PSU reserves the right to curtail any activity deemed hazardous to the public. Alcoholic beverages and controlled substances of any type are strictly prohibited.

All exhibition animals should have valid health certificates that certify that the animals are healthy and meet the exhibition and/or sales health requirements for that species as determined by the Bureau of Animal Industry of the PA Dept of Ag. All exhibitors bringing animals to PA Timber Show must provide current written proof of freedom from rabies before the animals are allowed on the premises.

Demonstrations

Safety is the top priority for all demonstrations. Small machinery and/or equipment may be demonstrated on the exhibit lot if they do not involve digging, earth moving, dust, or noise which will disturb adjacent exhibitors. Penn State reserves the right to evaluate disturbances and to require stoppage or removal. Demonstrations are limited to 10 minutes at the top and bottom of the hour only, to limit noise. Exhibits producing unusual or excessive noise, which have been approved by PSU, will be placed in a special area, provided for this purpose.

Large machinery and/or equipment will be demonstrated only in PSU authorized wood lot or field areas. All demonstrations will be coordinated and supervised by Penn State personnel or designated committee members. Only machinery and/or equipment owned and distributed by PA Timber exhibitors will be permitted in the exhibit area. Company representatives are responsible for the safe operation of all machines.

Parking/Camping

Cars, trucks, and/or trailers are not to be parked on exhibitors' lots or in the exhibition area, unless they remain stationary and serve as part of the exhibit for the duration of the event. Cars and trucks may be used to service exhibit lots before 9:00 a.m. or after 5:00 p.m. and then are to be parked in lots reserved for exhibitor parking. Exhibitors will not be permitted to operate service cars or trucks in the exhibition area during show hours.

Parking of overnight campers is permitted at the Larson Agricultural Research Center. A designated area is provided on site for self-contained units. A registration form must be completed and a fee paid prior to occupancy. Space is limited and is on a first-come, first-serve basis. Alcoholic beverages and open fires are prohibited. A listing of other campsites in the area is available upon request.

A separate parking area has been reserved for trucks and/or trailers which have transported exhibitor supplies and equipment and need to stay on-site for the duration of the show. This area is also located south of the Horse Arena towards the mountain.

Services Provided to Exhibitors -Security and Utilities

Nighttime police patrol will be provided beginning June 9, and continue throughout the show dates. All exhibitors are expected to provide their own storage for all materials and small equipment requiring special security measures.

Water, phone/fax machine, photocopier, and toilets are available on-site. Forklifts are provided free of charge to assist with set-up and tear down (first-come, first-served basis). Services to exhibitors beyond these described in the rules and regulations must be arranged in advance and may involve additional charges.

Electricity, if requested, is included with the application fee. Exhibitors must provide the means of getting power to his unit(s) from the entrance box (max. distance 150 yds.) An electrician will be available only to assist in box hookups. Charges will be made for any electrical supplies needed. Exhibitors must not run electrical extension cords from their lot to a neighbor's lot. Exhibitors will be held responsible and charged for destroyed entrance boxes and missing or broken circuit breakers. Nearly all electrical lines are underground and many are marked by a narrow gravel band over the approximate location of the wires. Obvious wire routes may not be marked, i.e., between electric box posts in a line. Most wires are a minimum 18" deep but can be, and have been, contacted with metal tent stakes. Extreme caution is advised when digging or driving posts near electric lines, ask Penn State facility personnel for assistance.

Machinery, equipment, products, and services provided are for educational purposes. Their presence does not imply endorsement nor recommendation by The Pennsylvania State University.



PennState Extension

Penn State is committed to affirmative action, equal opportunity, and the diversity of its workplace.