



# Rules and Regulations -- Ag Progress Days 2018

## Eligibility of Exhibitors

Any business, firm, or organization which manufactures or provides a product or service to agriculture may apply for exhibit space at Penn State's Ag Progress Days ("APD"). PSU reserves the right to determine whether or not a potential exhibitor contributes to the educational APD event in accordance with the following objectives:

To exhibit and demonstrate farm machinery, equipment, animal, and plant materials with emphasis on showing improved methods in harvesting, handling, production, and utilization based upon latest research achievements.

To provide for exhibiting appropriate agricultural products and services that contribute to the enrichment of home and family living.

To showcase PSU departmental programs in the College of Agricultural Sciences, other PSU colleges, and state and federal agencies which indicate accomplishments in 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 14 or more days before the event will receive a refund less a 20% handling fee. Cancellations received within 14 days of 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 about 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 information.

All exhibitors must provide a Certificate of Insurance showing proof of existing policies that cover general liability, automobile liability, workers' compensation, and employer's liability. "The Pennsylvania State University" must be shown as an Additional Insured under the general liability insurance.

Breed associations exhibiting under the noncommercial rate must display a banner or sign with the breed association name visible.

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, August 6, 2018. Exhibitors assigned to one of the exhibit tents cannot set-up until Friday, August 10, 2018. All exhibits must be in place by 9:00 a.m., Tuesday, August 14. No items shall be dismantled or removed from the exhibit area or the APD site until after 4:00 p.m. on Thursday, August 16.

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 Exhibits Tents, Equine Tent, and Dairy & Livestock Tents must be removed at the close of show Thursday evening to facilitate tear-down of these tents Friday morning.

## 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 Penn State's Ag Progress Days.

Exhibits found to be inappropriate with respect to the educational objectives of APD 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 or her exhibit free of litter. The abuse (including 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 Ag Progress Days, including any subcontractors of 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 APD Accepted Subcontractor List.

2) providing APD with an insurance certificate from the subcontractor showing proof of existing policies which cover general liability, automobile liability, workers' compensation, and employer's 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 equine animals to Ag Progress Days must provide current written proof of freedom from rabies before the animals are allowed on the premises.

## 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. PSU reserves the right to evaluate disturbances and to require stoppage or removal.

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 fields. All field demonstrations involving soils and crops will be planned and supervised by APD committee members. Only machinery and/or equipment owned and distributed by APD exhibitors will be permitted in the exhibit area.

## 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 the end of the show day. Then, all vehicles 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 that have transported exhibitor supplies and equipment and need to stay on-site for the duration of the show. This area is located south of the Horse Arena toward the mountain.

## Services Provided to Exhibitors -Security and Utilities

Nighttime police patrol will be provided beginning Monday, August 13, 2018 and will 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 for indoor spaces is included in the application fee. Outdoor exhibitors may request electricity (if service is available in their area) for an additional fee by checking the appropriate box on the application form. Exhibitors must provide the means of getting power to booth unit(s) from the entrance box (max. distance 150 yds.) An electrician will be available only to assist with 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 miss-ing 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 of 18" deep but can be, and have been, contacted with metal tent stakes. Extreme caution is required when digging or driving posts near electric lines, and you must ask APD 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.

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



**PennState Extension**