



## The Pennsylvania State University Ag Progress Days Sales Policies

**Sales policies are part of your signed Exhibitor Contract**, restated below are the summary of guidelines for the onsite sales staff to review before the show. **If your onsite contact has changed or needs to be updated**, please provide the information below and return to our office via mail, email (agprogressdays@psu.edu) or fax (814-865-1677) no later than Friday, June 18, 2021. Or update your exhibitor profile online at <https://agsci.psu.edu/apd/exhibitors>.

**(PLEASE PRINT OR TYPE)**

Company Name: \_\_\_\_\_ Booth Label: \_\_\_\_\_

Onsite Contact Person: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

PRODUCTS FEATURED AT YOUR BOOTH \_\_\_\_\_

### Sales Policies

1. All exhibitors conducting sales (to include credit card, money orders, cash, checks, and placing orders) must have a Pennsylvania Sales Tax Identification Number and are obligated to report sales tax to the appropriate tax authority. Prior to the start of the show, you must have a valid PA Sales Tax License if selling taxable items.
2. All items sold must be forest industry related or for the betterment of the forest products community. Items sold must be of good quality, reasonably priced, and conducive to the tone and atmosphere of the show. Show management reserves the right to limit the number of a certain type of vendors and will **not** allow vendors to sell **only** clothing, jewelry or craft items. Exhibits found to be inappropriate with respect to educational objectives of PSU/Timber Show will not be permitted.
3. Items will not be permitted to be sold with deceptive labels such as "Miracle," "Wonder," or "Amazing." Musical or carnival-type entertainment for the purpose of attracting an audience to a specific exhibit will not be permitted. Penn State's Show Management, at its sole discretion, reserves the right to remove an item for sale or stop sales completely by an exhibitor.
4. At least one of every item brought to the show must remain on the exhibitor's site until the close of the show. All items sold during show hours must be hand-carried. No large items that are sold will be loaded or removed with a vehicle or mechanical transportation until after that show day's closing.
5. All vendors with sales must be courteous to surrounding vendors and attendees (ie. noise, selling methods, and cleanliness.) Displays must be within your marked exhibit space and adhere to the road setbacks. Any complaints received by management will be dealt with individually with Penn State's Show Manager's decision being final.
6. Food or beverage shall not be provided by any exhibitor to the public, without permission of Penn State.
7. No soliciting will be permitted in the parking lots or other land associated with PSU or the PA Timber Show. Distribution of literature and/or goods describing equipment and products must be confined to the exhibitor's booth or lot.
8. PSU will exercise due care relative to items for exhibit after their arrival at the site, but will not be responsible for injury to personnel, loss, or damage from any cause to articles and equipment on exhibit. Exhibitors must provide their own storage for small equipment requiring special security measures. Security patrols site, day and night, during show dates.

NOTE: Information on the PA Sales Tax License Application, you may contact the PA Dept. of Revenue, Tax Forms Service Unit, call (888) PATAXES. Application Form (PA 100) is available to submit online at [www.PA100.state.pa.us](http://www.PA100.state.pa.us) or visit [www.revenue.pa.gov](http://www.revenue.pa.gov) for downloadable forms.

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