Dear Exhibitor:

We thank you for your interest in Ag Progress Days and we look forward to your visit in August. We are requesting that you work closely with your insurance carrier in order to meet all insurance requirements of The Pennsylvania State University. Our risk management office has reviewed and updated the required elements of the Certificate of Insurance Forms for Ag Progress Days exhibitors. We hope to provide you assistance by outlining some of those requirements that must be met on your insurance certificate, in order to finalize your APD registration.

- **Certificate Holder Section** must list the following name and the address: The Pennsylvania State University
c/o Ag Progress Days
318 C Tyson Building
University Park, PA 16802

- **Company Name** - must match the name on the Ag Progress Days Contract. This name should appear in the “Insured” section or under the “Companies Affording Coverage” section of your insurance policy.

- **Coverage Required** - Commercial General Liability, and Worker’s Compensation and Employer’s Liability is required. **General Liability** must have an amount listed under “Each Occurrence”. A policy number and the effective/expiration dates must be listed. **Automobile Liability** is required, especially if part of your exhibit. If you are not required by law to carry the Worker’s Compensation and Employer’s Liability, you must submit a completed **Risk Management Request for Waiver Form** to our office.

- **Policy Effective and Expiration Dates** - must encompass the program dates of August 11-13, 2020, or attach a statement to when you will resubmit your renewed insurance certificate, should it expire prior to this date.

- **The Statement**: “The Certificate Holder is an Additional Insured” must be listed in the “Description of Operations” section or otherwise noted on the certificate.

As stated in the Exhibitor Contract: “All exhibitors must provide a Certificate of Insurance showing proof of existing policies that cover general liability, automobile liability, worker’s compensation and employer’s liability. The Pennsylvania State University must be shown as an Additional Insured under the general liability insurance.”

Acceptable Certificate of Insurance Forms must be received in our office no later than May 1, 2020. You may email certificates with the exhibiting company’s name in the subject line to our attention at agprogressdays@psu.edu, or fax to (814) 865-1677. If you have questions about this information, please reference the 2020 Ag Progress Days contract, or contact our office at (814) 865-2081.

Thank you for your attention!