



PennState
College of Agricultural Sciences

Ag Progress Days
318C Tyson Building
The Pennsylvania State University
University Park, PA 16802-4203
agsci.psu.edu/apd
(814) 865-2081 Fax: (814) 865-1677

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. We hope to provide your provider assistance by outlining some of the **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 request and submit a completed **Risk Management Request for Worker’s Compensation Waiver Form** to our office.
- **Policy Effective and Expiration Dates** -must encompass the program dates of August 10-12, 2021, 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 and demonstrators must provide a Certificate of Insurance showing evidence of general liability, automobile liability, workers’ compensation and employer’s liability. The Pennsylvania State University must be shown as an Additional Insured on the general liability insurance.”

Acceptable Certificate of Insurance Forms must be received in our office no later than May 3, 2021. Should your policy renew after this date, please provide a current certificate and notify us when you will submit the renewal. You may email certificates with the exhibiting company’s name in the subject line to our attention at agprogressdays@psu.edu, mail, or fax to (814) 865-1677. Once registered, you may upload your insurance certificate at the secure on-line Exhibitor Service Center portal.

If you have questions about this information, please reference the 2021 Ag Progress Days contract, or contact our office at (814) 865-2081. Thank you for your attention!