



PennState College of Agricultural Sciences

Penn State's Ag Progress Days Subcontractor/Service Provider Insurance Requirements

Penn State's Risk Management Office has provided us insights about the risk and liability that may occur when subcontractors come into our facility to provide services for our exhibits. Please review the following requirements for service providers and submit this information to be placed on the **Accepted Subcontractor List** for our show. The following form and information must be sent with the **Subject: Subcontractor List** to our Office via Email: agprogressdays@psu.edu no later than **August 1, 2022** in order for service providers to be permitted on the show grounds, or by March 7 to be included in our correspondence to exhibitors.

SUBCONTRACTOR/SERVICE PROVIDER INFORMATION

Name of Service Provider: _____
Street Address: _____ City: _____ State: _____
Zip Code: _____ Business Phone (with Area Code): _____ Email: _____
Website: _____ Other: _____

Type of Service provided by the Subcontractor (check those that apply) Promotions/Marketing
 Tents and Canopy Balloon/Helium Rentals
 Exhibition Supplies, Tables Chairs
 Landscaping Food Supplies
 Pressure Washing Other (Specify _____)

INSURANCE REQUIREMENT (ATTACH the COI)

The Certificate of Insurance (COI) must be issued in the name above, and meets the following:

1. The Certificate Holder must be shown as:
The Pennsylvania State University
318C Tyson Bldg.
University Park, PA 16802
2. The Certificate of Insurance must evidence not less than \$1,000,000 per occurrence of both General Liability and Products Liability Insurances, written on an occurrence basis, including contractual liability.
3. The Pennsylvania State University must be shown as an Additional Insured on the General Liability Insurance.
4. The Certificate of Insurance must evidence not less than \$1,000,000 per occurrence of Automobile Liability Insurance.
5. Statutory Workers' Compensation Insurance must be evidenced. If you are not required to carry workers' compensation, please submit a [WC Waiver Request](#) along with your certificate.
*Any notice from the Insurance Company that the insured's insurance has been canceled for any reason will result in deletion from the listing. The Pennsylvania State University reserves the right at all times to accept or reject the insurance company(s) shown on the certificate and to delete any listed vendor at any time.

Tent or Entertainment providers who want to be considered for other Penn State Events, visit the Risk Management Office website: <http://controller.psu.edu/risk-management/requirements-entertainment-vendors> for more information.