



# PennState

## College of Agricultural Sciences

### Penn State's PA Timber Show Subcontractor 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 your exhibits. They have identified a new protocol for your benefit in attending the 2025 PA Timber Show, to be held June 6 & 7, 2025 Please review the following requirements and have your service providers submit this information so that they may be placed on the Accepted Subcontractor List for our shows at Penn State. The following form and information must be sent with the **Subject: Subcontractor List** to our Office via Fax: 814.865-1677 or Email: <mailto:patimbershow@psu.edu> no later than **May 23, 2025** in order for service providers to be permitted on the show grounds.

#### SUBCONTRACTOR/SERVICE PROVIDER INFORMATION

Name of the Subcontractor: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Business Phone (with Area Code): \_\_\_\_\_ Email: \_\_\_\_\_  
Timber Exhibitor to receive Services: \_\_\_\_\_ Booth Number \_\_\_\_\_

Type of Service provided by the Subcontractor (check those that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Tents and Canopy                       | <input type="checkbox"/> Promotions/Marketing              |
| <input type="checkbox"/> Exhibition Supplies, Tables and Chairs | <input type="checkbox"/> Prefabricated/Temporary Structure |
| <input type="checkbox"/> Landscaping                            | <input type="checkbox"/> Balloon/Helium Rentals            |
| <input type="checkbox"/> Pressure Washing                       | <input type="checkbox"/> Food Supplies                     |
|   | <input type="checkbox"/> 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**  
**417 Eisenhower Rd., Tyson 318C**  
**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.*

