

Penn State **Extension**



Pennsylvania 4-H Horse Program

4-H, Horses, and YO^Uth:

A Winning Combination

324 Henning Building
University Park, PA 16802

To Commercial Exhibitors:

Thank you for your interest in the Pennsylvania State 4-H Horse Show. The 55th annual state show will be held at the Farm Show Complex in Harrisburg on October 24, 25 and 26, 2014. We expect over 900 horses entered this year and a large crowd of parents, trainers, and other spectators. On Friday and Saturday the show will run from 8:00 a.m. to about 10:00 p.m. and the Sunday schedule will be from 8:00 a.m. to about 3:00 p.m.

Commercial exhibitor space is available on a first reply basis. See next page for rates. There is no increase in fees from last year.

New Requirements and Payment Schedule

The biggest change this year required by our insurance carrier is a **Certificate of Insurance** to show proof of liability coverage and worker's compensation (as applicable) for your company or organization and a PSU 4-H/Extension Outside Vendor Form **MUST** be completed and returned by September 15th for pre approval. There will be no exceptions to this new requirement. Also, note that the named insured on the policy **MUST** be the same as the name of your company listed on the commercial exhibitor space reservation form and Outside Vendor Form. In addition, payment in full must also be received with this paperwork by September 15th.

Make checks payable to: Pennsylvania 4-H Horse Program Development Committee.

There will be a \$50.00 charge for any checks returned for insufficient funds. We require cash payment upon arrival from exhibitors whose checks have been returned.

Electrical outlets will be available for \$40.00 for the first day and \$10.00 for each additional day (120 volt). **You must complete and return the enclosed electricity order form by September 15th in order to have electricity.**

Tables are available to rent at a cost of \$15.00 for the weekend. **You must** indicate the number of tables you will need in order for us to guarantee availability, as we are using all that the Farm Show building owns.

All vendors that are selling items at the Pennsylvania State 4-H Horse Show are required to have a Pennsylvania Sales Tax License and Pennsylvania State Tax Number. **All vendors that are selling taxable items at the show MUST provide a Pennsylvania Tax ID Number or a completed application for Pennsylvania Sales Tax License to show management no later than September 15, 2014.** No vendors will be allowed to participate without an ID number or completed application. (See attached information for more details.)

There is a "no dogs allowed" policy in force for all attending the State 4-H Show (participants/vendors/spectators). Remember this is a youth show and there are no alcoholic beverages permitted. Sale of laser devices is prohibited as they may cause horses to react unpredictably and present a safety concern.

Vendors may arrive no earlier than noon on Wednesday, October 22. Specific time for set up will be dependant upon readiness of complex for vendors as determined by Farm Show management. All vendors must be in place by noon, Thursday, October 23 unless specific arrangements have been made

with management, and remain in place until the end of the show on Sunday, October 26. Vendors not remaining in place until the end of the show will be denied booth space in future years.

We appreciate your cooperation and understanding with these new changes and requirements. If you have any questions regarding the insurance requirement or booth placing, please contact Sue Shuman as noted below. All other vendor questions can be directed to Darla Shick as noted below.

We look forward to hearing from you. Feel free to call us if you have any questions about the show.

Very truly yours,

Darla J. Shick
Pennsylvania 4-H Horse Show
570-317-5344
darla.shick@verizon.net

Sue Shuman
2250 Fire Hall Lane
Bloomsburg, PA 17815
570-784-5812
sueshuman4h@yahoo.com

Enclosures

PENNS^TATE



Cooperative Extension
College of Agricultural Sciences

extension.psu.edu

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Check List of Required Information

The following items **must** be submitted with your commercial exhibitor reservation forms by **Septemebr 15th**. **No Exceptions!**. If materials are not received, exhibitors **will not** be permitted to set up at the show.

See attached information for specific details about each of these requirements.

- 1. Completed PSU 4-H/Extension Outside Vendor Form_____
- 2. Certificate of liability insurance and worker's compensation showing Penn State Extension/4-H and The Pennsylvania State University as additional insured on the General Liability Insurance.

Certificate Holder should be listed as follows:

PENN STATE EXTENSION/4-H

c/o Andrea Kocher

324 Henning Building

University Park, PA 16802

Note: Specific details are included on the Outside Vendor Form. The named insured on the policy **MUST** be the same as the name of your company listed on the commercial exhibitor space reservation form and outside vendor form.

3. Payment in full

- 4. Pennsylvania Tax ID Number or a copy of completed application form **MUST** be provided by vendors that are selling taxable items at the show

Forms included in this packet:

- a. Commercial Exhibit Space Application
- b. PSU 4-H/Extension Outside Vendor Contract
- c. Exhibitor Electric Order Form
- d. PA Tax Identification Application

208 Volt Electric Rate Schedule:

208 Volt Single Phase

20 & 30 AMP	\$135
40 to 60 AMP	\$215
70 to 100 AMP	\$350

208 Volt Three Phase

20 & 30 AMP	\$165
40 to 60 AMP	\$250
70 to 100 AMP	\$380
200 AMP	\$720

See next pages for exhibit space, tables and electrical order forms

RETURN WITH FULL PAYMENT by September 15th

Official Use Only

Date Rec'd _____

Payment _____

Check # _____

Bal. Due _____

COMMERCIAL EXHIBIT SPACE

PENNSYLVANIA STATE 4-H HORSE SHOW
FARM SHOW ARENA, HARRISBURG, PA

OCTOBER 24, 25 & 26, 2014

NAME OF ORGANIZATION _____

PHONE _____

ADDRESS _____

REPRESENTATIVE _____

PHONE _____

E-mail _____

Title of exhibit/vendor and brief description of products sold:

Please reserve space as indicated:

_____ Spaces approximately 10' frontage x 10' deep..... \$250

_____ Spaces approximately 20' frontage x 10' deep..... \$350

_____ Spaces approximately 40' frontage x 20' deep
or a 30 to 40 foot trailer \$630

_____ Spaces approximately 60' frontage x 20' deep \$790

_____ 120 volt electrical outlets \$40.00 each for the 1st day * _____ *

\$10.00 each additional day _____ *

_____ 208 volt electrical outlets (\$135-\$720 based on AMP) * _____ *

(Must complete electric order form if request electricity; see rates on previous page)

_____ Tables needed (indicate number needed @ \$15.00 ea) _____

Total _____

Must be paid in full by September 15th

MAKE CHECK PAYABLE TO: Pennsylvania 4-H Horse Program Development Committee

Send to: Darla J. Shick
93 Woodside Road
Danville, PA 17821
570-317-5344

EXHIBITOR ELECTRIC ORDER FORM

If electricity is needed, you **MUST** complete and return this form to Darla Shick
NO LATER THAN September 15.

A late fee will be charged for all electrical orders received after this deadline.

EVENT NAME & DATE _____

BOOTH NAME _____

ELECTRICAL REQUIREMENTS:

- **120 Volt Receptacles (UP TO 1500 WATTS)**
- **208 Volt Receptacles (If ordered, amperage must be included)**

_____ **# of 120 Volt Receptacles**

_____ **# of 208 Volt Receptacles (if ordered, amperage must be included)**

Amperage or Wattage of EACH: _____ PHASE: _____ (Single or Three)

***Any Special Requests or Comments: (PLEASE PROVIDE MAPS, DRAWINGS OR WRITTEN INSTRUCTIONS):**

**ANY QUESTIONS OR COMMENTS CAN BE DIRECTED TO THE FARM SHOW
ELECTRICAL DEPARTMENT AT 717-783-6637 or 717-787-5373.**

PA Tax Identification for State 4-H Horse Show

The Pennsylvania Department of Revenue requires that all vendors that are selling items at the Pennsylvania State 4-H Horse Show have a Pennsylvania Sales Tax License and Pennsylvania State Tax Number.

The show is required to provide a list of all vendors with their tax ID to the Department of Revenue. **All vendors that are selling taxable items at the show MUST provide a Pennsylvania Tax ID Number or completed application for Pennsylvania Sales Tax License to show management upon arrival at the show.** No vendors will be allowed to participate without an ID number or completed application.

✓ **If you already have a Pennsylvania Sales Tax License and Pennsylvania State Tax Number:**
Please provide your state tax number with correct business name and contact information to Ben Nolt or show management upon arrival at the show.

✓ **If you do not have a Pennsylvania Sales Tax License and Pennsylvania State Tax Number:**
Please complete the enclosed application to the Department of Revenue, send the *original* application to the address indicated on the application, and bring a *copy* of the application with you to the show. You may also submit an application for a tax license online at: www.revenue.state.pa.us

✓ You must provide your state tax number and/or copy of application with correct business name and contact information to the vendor coordinator no later than September 15, 2014.

✓ Any vendor that is *not* selling items, such as educational or organizational displays will be noted as “for display only” and does not need a sales tax license or tax ID.

Please note:

Department of Revenue personnel may be present at the show and check for license documentation. **If you need additional information or have questions regarding the sales tax or tax license, please contact the Pennsylvania Department of Revenue at the web site above or call 717-787-9869 or 1-888-728-2937.**

Thank you for your cooperation in providing this information.