



### Contract For Exhibit Space and Insurance Requirements

Potential exhibitors must complete a contract and return it with full payment by the deadline specified. The management makes the decision on space assignment to all exhibitors. It also reserves the right to reject any application for exhibit space.

All exhibitors must provide a Certificate of Insurance showing proof of existing policies which cover general liability, automobile liability, workers' compensation, and employers' liability. The Pennsylvania State University must be shown as an Additional Insured under the general liability insurance.

Exhibitors that have paid to exhibit but cancel their reserved space outside of 10 days before the event will receive a refund less a 20% handling fee.

Cancellations received within 10 days before the event will forfeit 50% of the exhibitor fee. "No shows" without prior notification of the event will forfeit 100% of their paid exhibitor fee. The same reserved space will not be guaranteed for the next year's event unless arrangements to that effect are made with the management.

This contract is governed by the laws of the Commonwealth of Pennsylvania. Any and all legal actions arising out of this contract shall take place in the local courts for the County of Centre, Pennsylvania.

### Exhibit Set Up and Tear Down

The outdoor exhibit areas will be available to for setting up exhibits at 8:00 a.m. on Monday, July 12. The indoor exhibit areas will be available at 8:00 a.m. on Tuesday, July 13. All exhibits shall be in place by 8:00 a.m., Thursday, July 15. No items shall be dismantled or removed from the exhibit area or the site until after 5:00 p.m., Thursday, July 15.

Extensive digging, excavation, or earth moving will not be permitted in the exhibit area. Posts may be set with permission of the management.

Displays and equipment on outdoor lots must be removed from the exhibit area within one week of the show closure, unless special permission is obtained from the management.

### Management Regulations

Over-the-counter sales are permitted as governed by the rules and regulations outlined on the sales contract form. All items sold during show hours must be hand carried. No large items that are sold will be loaded or removed with a vehicle until after that show day's closing. No soliciting will be permitted in the parking lots or other land associated with Penn State University.

The abuse (untidy appearance of exhibits or other acts objectionable to the management) by exhibitors or concessionaires of any privilege granted will cause forfeiture of all rights without recourse.

Alcoholic beverages and controlled substances of any type are strictly prohibited.

The management will exercise due care relative to items for exhibit after their arrival at the site. However, the management will not be responsible for injury to personnel, loss, or damage from any cause to articles and equipment on exhibit. The Pennsylvania State University shall be indemnified, defended, and held harmless by any exhibitor from any and all claims, causes of actions, legal proceedings or any other proceedings which may arise from such exhibitor's participation in Manure Handling Expo.

Exhibitors assigned to an outdoor lot will be responsible for supplying their own tent, tables, chairs, special lighting, decorating, pennants, etc. Source of supplies may be provided by the management.

Distribution of literature and/or goods describing equipment, products, or educational activities must be confined to the exhibitor's lot or immediate demonstration area.

Exhibitors are required to maintain adequate safety standards. The management reserves the right to curtail any activity deemed hazardous to the public.

Each exhibitor will be responsible for keeping his exhibit free of litter. Refuse containers are provided throughout the exhibit area.

### In-The-Field-Demonstrations

On-site demos will be conducted during times designated on the program and coordinated by show management. For biosecurity reasons, manure applications may be done with water and/or composted manure supplied at the 2010 Manure Expo as directed by show management.

A fair, uniform, nonbias demonstration area will be provided for participants. Safety is the top priority in all demonstrations.

Each machine will be given a reasonable amount of time and volume to operate. Each company will have a certain amount of time to talk about their machines. The crowd will be permitted to view machines and talk with a company representative.

A demonstration committee member or Penn State personnel will coordinate the demonstration. Demonstration decisions will be made by a designated committee person prior to the event.

### Parking/Camping

Cars, trucks, and/or trailers are not to be parked on exhibitors' lots or in the exhibition area, unless they remain stationary and serve as part of the exhibit for the duration of the event.

Parking of overnight campers is permitted at the Larson Agricultural Research Center. A designated area is provided on site for self-contained units. A registration form must be completed and a fee paid prior to occupancy. A listing of other campsites in the area is available upon request.

A separate parking area has been reserved for trucks and/or trailers which have transported exhibitor supplies and equipment and need to stay on-site for the duration of the show. This area is also located south of the Horse Arena towards the mountain.

### Security

Nighttime police patrol will be provided beginning July 14 and continue throughout the show date. All exhibitors are expected to provide their own storage for all materials and small equipment requiring special security measures.

### Show Hours

Thursday, July 15 8:00 a.m. - 5:00 p.m.

### Utilities

A fax machine and photocopier are available in the farmhouse office. Forklifts are provided free of charge to assist with set-up and tear down (first-come, first-served basis). Services to exhibitors beyond these described in the rules and regulations must be arranged in advance and may involve additional charges.

Electricity, is included with the application fee. Exhibitors must provide the means of getting power to his unit(s) from the entrance box. An electrician will be available only to assist in box hookups. Charges will be made for any electrical supplies needed. Exhibitors must not run electrical extension cords from their lot to a neighbor's lot. Exhibitors will be held responsible and charged for destroyed entrance boxes and missing or broken circuit breakers. Nearly all electrical lines are underground and many are marked by a narrow gravel band over the approximate location of the wires. Obvious wire routes may not be marked, i.e., between electric box posts in a line. Most wires are a minimum 18" deep but can be, and have been, contacted with metal tent stakes. Extreme caution is advised when digging or driving posts near electric lines. When in doubt ask our staff for assistance.

Machinery, equipment, products, and services provided are for educational purposes. Their presence does not imply endorsement nor recommendation by The Pennsylvania State University.

