

Instructions for Outside Vendor Contract Form

This vendor form is to be used for all 4-H/Extension volunteer sponsored events using outside vendors.

Outside Vendor Policy

Events where outside vendors are invited to participate are not automatically covered by our insurance policy. Flea markets and other similar events are not an approved part of the Pennsylvania 4-H program. Outside vendors participating at horse shows, tack swaps, etc., must be legitimate businesses. They should be participating for educational purposes or to provide necessary services for that event. Outside vendors at volunteer sponsored events must complete the PSU 4-H Outside Vendor Contract Addendum (pg. 7-26) prior to the execution of the contract or work services provided. The business must provide proof liability insurance covering its liability for the event including liability for participant injuries See the Vendor Contract Addendum form for complete details on minimum insurance requirements. **A vendor is defined as anyone who is not a part of our organization who is on the premises for purposes of making money.**

Please note that outside vendors at tack swaps will not be able to sell used equipment. Nonprofit organizations will be allowed to operate food stands as long as they provide the necessary certificate of insurance and completed outside vendor form.

Instructions

1. Provide form to vendor. Vendor returns a signed copy along with a Certificate of Insurance showing Penn State Extension/4-H and The Pennsylvania State University as additional insured.

Certificate Holder should be listed as follows:

PENN STATE EXTENSION/4-H
c/o Andrea Kocher
324 Henning Building
University Park, PA 16802

2. Review the Certificate of Insurance to assure that minimum coverage limits are met.
3. Original form and certificate of insurance are kept on file in the Extension office. A copy is reviewed by P.W. Wood & Son, Inc.
4. After approval from P.W Wood, 4-H/Extension Volunteer signs vendor contract form.
5. Send a signed copy to the vendor.

PSU 4-H/Extension Volunteer OUTSIDE VENDOR CONTRACT ADDENDUM (NO CONSTRUCTION)
This vendor form is to be used for all volunteer sponsored events using outside vendors.

These specifications must be submitted by the Vendor to its insurance agent/broker for verification of coverage prior to execution of the contract or work or services provided.

This Addendum is attached to and forms a part of the Agreement between Penn State Extension/4-H of PA STATE 4-H HORSE PROGRAM (EXTENSION) and: (VENDOR) for work or services provided to (EXTENSION) or 4-H as set forth in the Agreement.

- 1. To the fullest extent permitted by law the VENDOR shall indemnify, hold harmless and defend EXTENSION, The Pennsylvania State University, their respective officers, directors, employees, agents and volunteers from and against any and all claims, demands or causes of action brought against any or all of them for any actual or alleged injury to any person or persons, including death, or damage to or destruction of property arising out of any act or omission on the part of VENDOR, its employees, agents or subcontractors and arising out of any work or services performed on behalf of the EXTENSION by VENDOR.**

- 2. The following insurance requirements apply:**
 - a. Commercial General Liability, including contractual, independent contractors, products/completed operations with **NO EXCLUSION TO PARTICIPANTS**.
Each Occurrence limit: not less than \$1,000,000
General Aggregate limit: not less than \$2,000,000
 - b. Commercial Automobile Liability limit (if vehicles used by Vendor): not less than \$1,000,000 Combined Single Limit
 - c. Workers' Compensation limit (if Vendor has employees): Statutory
 - d. Employer's Liability limit: not less than \$500,000 for each subcategory of coverage
 - e. Vendor's insurance shall be primary and noncontributory in all respects to any insurance carried by EXTENSION and the University.
 - f. All insurance shall be placed with insurance companies licensed to do business in the Commonwealth of Pennsylvania, with an A. M. Best rating of "A-" or better.
 - g. The vendor or its insurers must provide thirty (30) days advanced written notice of any cancellation or material reduction in the required insurance.

- 3. VENDOR shall provide a Certificate of Insurance, with PENN STATE EXTENSION/4-H as the certificate holder, showing proof of the above required limits of insurance, or as required by law, whichever is greater. PENN STATE EXTENSION/4-H and The Pennsylvania State University shall be added as an "additional insured" on the General Liability insurance. Certificates must be originals signed by authorized representative of insurance company. The original certificate shall be mailed to the EXTENSION and a copy to P. W. Wood and Son, Inc., P.O. Box 4798, Ithaca, NY 14852 within five business days of the execution of this contract and on each subsequent renewal of said insurance. No work or services shall be commenced until these conditions are met.**

EXECUTED AT University Park, PA, this _____ day of _____, 2014

PENN STATE EXTENSION OF
PA STATE 4-H PROGRAM

BY: _____
AUTHORIZED VOLUNTEER SIGNATURE

PRINT NAME

VENDOR

BY: _____
AUTHORIZED VENDOR SIGNATURE

PRINT NAME