# PENNSYLVANIA FARM SHOW



Newome



Dear Commercial Exhibitors:

Thank you for participating in the 109th Pennsylvania Farm Show. We welcome the opportunity to work with you to make this year's event a productive and enjoyable experience.

Whether you are returning from last year or are a first-time exhibitor, we pledge our commitment to provide you with quality service and exceptional courtesy.

Please take a few minutes to review the Commercial Exhibitor's Guide. It contains important information that will assist you in planning your exhibit during the Farm Show.

If you have any questions, please contact Deborah Trump, Senior Events Coordinator, at 717-724-6942. Deb will be happy to assist you with any aspect of your organization's involvement at the Pennsylvania Farm Show. We look forward to seeing you in January.

Cordially,

Śharon S. Myers Executive Director

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Heidi M. Svonavec Assistant Executive Director



# YOU'RE INVITED



Pennsylvania's State Fair showcases top competitors from 108 county and local fairs, and the diversity and quality of Pennsylvania's agriculture industry, the innovative people who make it thrive, and the faces of our proud past and promising future. The show offers visitors a peek into the industry that supports 593,000 Pennsylvania jobs and contributes \$132.5 billion to Pennsylvania's economy every year. See you at the PA Farm Show!

PA Secretary of Agriculture, Russell C. Redding

#### **CURRENT EXHIBITORS**

Post Farm Show you will be sent an *Expression of Interest Form* to complete and return. Please be sure to note any changes in booth allocation you'd prefer. All items for sale must be included on the form at the time of submission. Farm Show management reserves the right to disallow the sale of items that do not promote the integrity of the show. Exhibitors found to be selling items not disclosed or disapproved may be asked to leave the show with no refund of payment and be prohibited from participating in the future.

#### **FUTURE EXHIBITORS**

Interested in becoming a vendor? Complete a *Prospective Exhibitors Form* and be sure to include all details about your ag-related business. Applications are reviewed on a regular basis. When approved, we will place you on our waitlist and offer space as it becomes available. To ensure a robust show with a variety of items sold, booth space is allocated in categories. Companies based outside of Pennsylvania may exhibit in the New Holland Arena or through the Friends of the PA Farm Show Foundation, Inc.



**PAFARMSHOW.GOV** 





## CELEBRATE WITH US



## **IMPORTANT REMINDERS**

#### **SHOW DATES/HOURS**

- Sat., Jan. 4
  - 8 a.m. 9 p.m.
- Sun., Jan. 5 8 a.m. - 8 p.m.

Mon., Jan. 6 - Fri., Jan. 10 8 a.m. - 9 p.m.

8 a.m. - 5 p.m.

Sat., Jan. 11

#### **AGREEMENTS**

Due upon 30 days of receiving contract Must include the following:

- Signed agreement
- Valid Certificate of Insurance
- V Full Payment

\*Lack of total submission will result in your booth space being offered to another exhibitor.

#### SET UP

Mon. Dec. 30 - Fri., Jan. 3 7:30 a.m. - 6 p.m.

\*GIANT Expo Hall vendors must be set up by 12 noon Fri., Jan. 3 No vehicles permitted to drive into the halls after Thurs., Jan. 2.

#### **TEAR DOWN**

#### Sat., Jan. 11 5 p.m. - midnight

Sun., Jan. 12 - Mon., Jan. 13 7:30 a.m. - 4 p.m.

\*North and Northwest Hall vendors must remove all items by midnight Jan. 11

#### **SPACE CHANGES**

Space change requests are accepted in writing by Sept. 1. Please submit your full agreement (with all requirements) along with the request. They will be granted if possible.

#### CANCELLATION

If you do not plan to participate in the show please submit a letter of cancellation to the Executive Director at ssmuers@pa.gov no later than Sept. 1.

## 717-787-5373





## SIGNATURE REQUIREMENTS

Full payment is required at contract signing. Check/money order made payable to the Commonwealth of Pennsylvania or credit cards are accepted. Credit card fees apply at the expense of the card holder.

Corporation Signatures (Corp. or Inc.)	<ul> <li>2 signatures required by President or Vice President and Secretary or Treasurer</li> <li><u>Confirmation of filing.</u></li> </ul>
Limited Liability Company (LLC)	<ul> <li>1 signature by a Member or Manager</li> <li><u>Confirmation of filing.</u></li> </ul>
General Partnership	<ul> <li>1 signature required by General Partner</li> <li>Confirmation of filing (if applicable).</li> </ul>
Sole Proprietor	• 1 signature, as visible on birth certificate
State/Federal Government Agency/Entity	<ul> <li>Signed by Secretary, Deputy Secretary, Executive Director, Bureau Director or someone of equivalent signature authority.</li> </ul>

Agreements will be issued and signed electronically. Once all parties have approved and signed the documents, a copy will be automatically forwarded to you.

DO NOT SIGN THE AGREEMENT USING ANY FICTITIOUS NAME UNDER WHICH THE BUSINESS IS CONDUCTED



Exhibitors are required to provide proof of liability insurance coverage in the minimum amount of \$250,000 per individual and \$1,000,000 per accident for personal injury, including death, and property damage. The Commonwealth of Pennsylvania must be named as additional insured throughout the term of the agreement and exhibitors must provide a current Certificate of Liability Insurance reflecting that endorsement. The name of the exhibitor listed on the Certificate of Liability Insurance must match the name of the exhibitor listed on the space rental agreement.

INSURANC

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS         CERTIFICATE DOES NOT AFFIRMATIVELY OR REGATIVELY ANRUND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES         BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED         REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.         IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).         PRODUCER       CONTACT         INSURED       INSURER A:         Name and Address of Lessee       INSURER B:         (Must appear exactly as on rental agreement).       INSURER B:         INSURER D       CERTIFICATE NUMBER:         COVERAGES       CERTIFICATE NUMBER:         COVERAGES       CERTIFICATE NUMBER:         COVERAGES       CERTIFICATE NUMBER:         COVERAGES       CERTIFICATE NUMBER:         INSURER D:       INSURER DELOW HAVE BEEN ISSUED TO THE INSURD ADSOVE FOR THE POLICY PERIDO         INSURER D:       NAME PART OR CONDITION ALL THE TERMS, EXCOUNT AND CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE SUBLED OT MAY ENDERD MAY REQUEREND AT ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CE	
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## PARKING

#### **VEHICLE PASSES**

Exhibitors are allotted free parking passes based on their booth size. Passes will be provided in your welcome packet at check-in.

Less than 299 sf - 2 weekly passes 300 - 499 sf - 4 weekly passes 500+ sf - 5 weekly passes Order additional vehicle passes prior to Dec. 20 at a discounted rate! \$7.50 daily & \$60 weekly

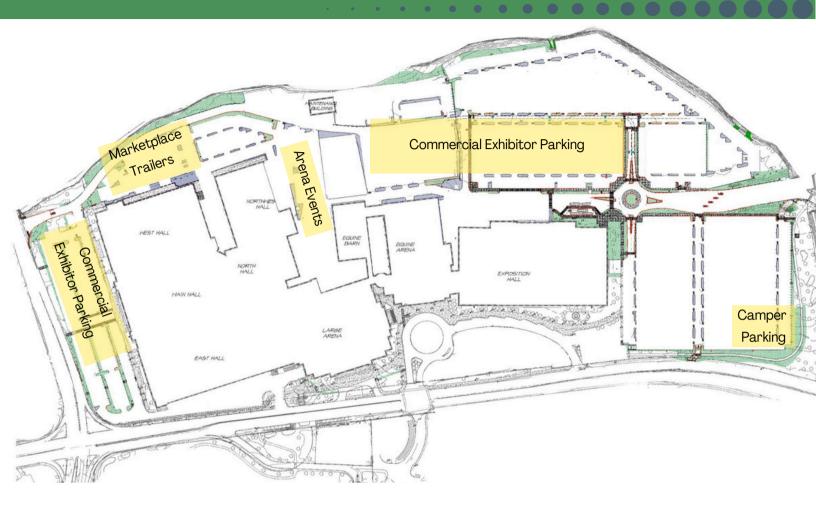


#### CAMPING

Camping is discouraged, but available on a first-come, first-serve basis. Reservations are not accepted ahead of time. See Security upon arrival.

> \$115 first day, \$60 each additional day Fees include 4 parking spaces and access to electric Additional parking spaces \$25 per day

# PARKING MAP



#### **TRAILER PARKING**

ALL trailers must be parked off-site at the secured Lot C parking lots, as directed by security.

On-site trailer parking passes (\$150/week) are limited to those who absolutely need their trailer on-site to conduct business. Order using the vehicle parking form above.





## **ELECTRIC** Order Electric Services through early November for a discounted rate!

1. All equipment, regardless of source of power, must comply with all national, state and local safety codes.

2. Unless specially authorized by the Complex' Electrical Department, no one other than the "house electrician" shall make electrical connections.

3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase cycle, horsepower, etc.

4. All material and equipment furnished by the Complex for this service order shall remain the Complex's property and shall be removed only by the Complex at close of the show.

5. Electrical power for lights and displays may be turned on one hour prior to show opening time and off at show closing

time daily. Usage beyond these times may result in additional charges.

6. Unless otherwise directed, the Complex' "house electricians" are authorized to cut floor covering to permit installation of service.

7. All exhibitor extension cords must be grounded type.

8. All fountains and pumps should have Ground Fault Interruption (G.F.I.) protection.

9. As an exhibitor ordering electric, you are responsible for any damages to the Complex property or equipment. Charges will be assessed after the show.

10. Charges will be assessed for extra labor provided to the event promoter or vendors at rates that are listed on this form.

11. Farm Show staff are only responsible for primary power to the booth in the most convenient manner possible. Extra labor charges will be assessed for specific electric placement or custom setups. If specific electric placement or custom set ups are needed, please include all information including all measurements and electric locations.

12. Refunds/Claims will not be considered unless filed by exhibitor three (3) days prior to start of the show.

## **EXHIBITOR SERVICES**

NAMETAGS	SHIPPING
Nametags are required to access the facility. Order yours now through December 1. HELLO MY NAME IS	Shipments may arrive to the Cameron Street Lobby Security Desk 15 days prior to the start of the show. Include: Company Name Pennsylvania Farm Show Building Name, Booth # 2300 North Cameron Street Harrisburg, PA 17110
FORKLIFT SERVICES	INTERNET
Forklift and operator services are available at a rate of \$75 per hour, billed in 15 minute increments. Contact the Cameron Street Lobby desk at 717-231-6565.	We highly suggest anyone relying on the internet to conduct business to get a wired connection. Contact C&J Catering. GET CONNECTED
WIFI	GIVEAWAYS/DRAWINGS
The PA Farm Show Complex and Expo Center offers complimentary WIFI for visitors. Free wifi is unreliable and	<u>All requests to distribute</u> promotional items and host drawings must be submitted in

visitors. Free wifi is unreliable and should not be used to conduct business transactions. Contact C&J Catering to obtain reliable internet services.

WIFI PASSWORD - FARMSHOW2025

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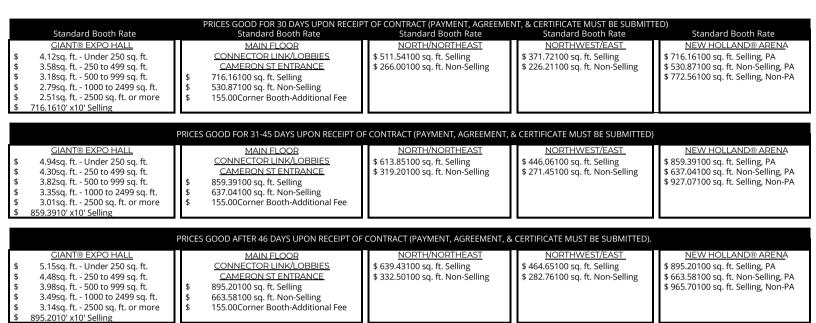
## **CREDIT CARD FORM**

Contract Name:				
Contact Person:				
Address:				
Phone: Fax:				
Booth Space #:				
AMEX MasterCard Discover Visa				
Space (4202053) \$				
Electric (4201083) \$				
Parking (4201049) \$				
Food Ct. Rent (4201012) \$				
Account #				
Exp. Date:				
CV# (Back of Card)				
Authorization Signature:				
Billing Address:				
Please email receipt to:				

For additional information regarding this payment method, please contact Deb Trump at 717-724-6942 or by email at dtrump@pa.gov.



## **BOOTH RATES**



#### **PARKING PASSES**

Less than 299 sq. ft. - 2 Weekly Passes 300 to 499 sq. ft. - 4 Weekly Passes 500 Plus sq. ft. - 5 Weekly Passes

Order additional passes before 12/19 for a discounted rate

While we do our best to strategically place all exhibitors, structural posts and/or poles may be in your rented space. No refunds or discounts on rented space will be provided based on the existence of the post or pole.

#### DECORATIONS

Contact General Exposition Services (GES) for all your show decoration needs. GES is available to hang banners and signage as well as provide tables, chairs, carpet, drape, hang banners and signage, etc. Farm Show is not able to fill your decorator needs. Each individual exhibitor is responsible for providing their own booth needs or working with GES to provide such items.



## **EXHIBITOR SERVICES CONT'D**

#### **DECORATOR SERVICES**

General Exposition Services offers a wide variety of exhibition items including labor, hanging banners and signs, pipe and drape, carpet, tables, chairs, display pieces and furniture. Utilize their Online Exhibitor Kit to secure the necessities.



- Select the Order Here button above.
- Click the Online Services button located in the upper right hand corner of the page.
- Log in or create your exhibitor account
  - Be sure to enter the Exhibit Code: FARM25

#### FARM SHOW STAFF

Sharon Myers, Executive Director Heidi Svonavec, Assistant Director Morgan Firestine, Events Director Ryan Webster, Events Manager Doug Cleckner, Events Manager Nessa Rodriguez, Meetings Manager Deb Trump, Senior Events Coordinator

Jason Morgenstern, Engineering Director Ann Brown, Operations Director Ted Laverty, HVAC Supervisor Mike Wilbert, Building Maintenance Manager Jeff Martz, Building Maintenance Supervisor Rich Gagliano, Safety & Security Director Jodi Bannon, Safety & Security Captain

#### WWW.GENERALEXPOSITION.COM 610-495-8866



## FIRE REGULATIONS

1. All exit corridors and emergency exits must be kept clear; no partial blocking will be permitted.

2. All fire alarm pull stations must be kept clear.

3. Fire extinguishers may not be covered by any drapes or hidden by any type of displays.

4. No motorized camping units or vehicles may contain more than one (1) gallon of fuel while on display.

5. All pressurized fuel tanks may be drained.

6. All fuel fills must be locked and fuel caps must be taped closed with duct tape.

7. Any living trees and shrubs are acceptable as long as the shrubbery is individually bagged and baled.

8. Artificial trees and shrubbery must be treated with a flame proofing material. The fire official may request certification of flame proofing.

9. Any type of mulch materials must be treated with a flame proofing material or watered daily. If treated

with a flame proofing material, certification may be requested by the fire official.

10. Smoking is prohibited in the Pennsylvania Farm Show Complex & Expo Center.

11. No open flames, fires or burning of any kind will be permitted within the Complex. No exterior burning is allowed unless the Department of Environmental Protection and the Bureau of Fire grant permission.

12. Vendors setting up tents, canopies and membrane covering must provide fire department with fire rating of material. Vendors must also provide any required portable fire extinguishers as needed.

13. Outside propane tanks shall be protected by posts or other approved physical barriers (Jersey barriers).

14. Extinguishers need to be visible, accessible and located in a conspicuous location where they will be readily accessible and immediately available for uses. These locations shall be along normal paths of travel.

15. Doors shall never be blocked or tied off.

16. The Fire Prevention Code of Harrisburg will be strictly enforced.

Contact the Harrisburg Bureau of Fire with any questions regarding the above regulations at 717-255-6464 or fax to 717-255-6448.

R. E. Gallatin Jr. Fire Inspector 123 Walnut St. Suite 220 Harrisburg, PA 17101 Phone: 717-225-3105



## HERE'S TO YOU

#### **EXHIBITOR'S BREAKFAST**

#### Join us to provide feedback! 7:30 a.m. - Thursday Banquet Hall

2 seats per exhibitor will be reserved. Register above to let us know you are coming.

#### **EXHIBITOR AWARDS**

We know what it takes to put together a great display and appreciate your efforts! Commercial exhibits that stand out among the others will be recognized. Judges will circulate throughout the week to select award winners. No entry is necessary.

#### CATEGORIES

Best Farm Equipment Display
Best Marketplace Display
Best Commercial Vendor w/Sales
Best Commercial Vendor w/o Sales
Best Educational Display
Best Hospitality
Most Unique

#### CRITERIA

Attracts attention (stopping power) Holds interest (encourages study) General appearance (balance, color) Workmanship (neat, well-constructed) Internal/external appearance Originality of structure Space planning and circulation Theme creativity Name integration Entertainment value Aesthetic appeal



## FAMILIAR FACES

#### **GIANT EXPO HALL**

Carole and Mike Fay return to serve as floor managers. This husband and wife team continue to focus on customer service with a smile. Carole is a retired 30-year ag teacher/FFA advisor and Mike is a retired telephone manager with 32 years of project management experience.

#### **MAIN HALL**

Lizzie Bailey and Madi Shaw have once again committed to being your Main Hall floor managers. In addition, they will coordinate and host all activities on the Main Hall stage. Interested in giving a presentation? Reach out!



## **PAFARMSHOW.GOV**

### 2025 FARM pennsylvania SHOW

## 2025 PA FARM SHOW EMERGENCY PREPAREDNESS TIPS

### EARLY DETECTION

- Early detection is the most effective way to prevent emergencies or lessen their impacts.
- Vendors and exhibitors will likely be the first to witness, experience, or report incidents.
- You can be the difference in preventing something harmful from happening.
- To report any type of threat or emergency incident, notify the PA State Police Command Post.

### **BOMB THREATS**

- Threats can be made in person, by phone, or in written message.
- Collect as much detailed information as possible about the threat (when, why, how, exact wording of threat, type of voice, personal appearance, clothing description, name, gender, phone number, physical address).
- It is especially important to know the perpetrator's timeline for activation of the device (when will it occur?).
- Immediately report the threat to the State Police Command Post.
- Authorities will investigate the threat and make the proper decisions accordingly in coordination with facility management.

### LOST CHILDREN

• Be sure to get the full name of the lost child and keep them safe with you. Notify the Farm Show security desk or closest security/law enforcement team. PSP or Farm Show staff will help to reunite lost children with loved ones.

## STATE POLICE 717-787-4171

## FARM SHOW SECURITY 717-231-6565

### SHELTER IN PLACE

 Although rare, there could be incidents that occur outside the facility that could put people at risk (chemical fire, very sever weather). In these instances, a shelter-in-place plan will be implemented for the welfare of all occupants.

### SUSPICIOUS OBJECT

- Do not touch or disturb the object.
- Maintain a safe distance from the object and attempt to isolate the area.
- Notify the State Police Command Post with a description and location of the object.

### SUSPICIOUS PERSON

- Observe the circumstances and behavior of the suspicious activity.
- Notify the State Police Command Post and provide as much detail as possible.
- Details about the person should include direction of travel, appearance, height and weight, build, clothing, speech, and anything about the behavior that indicates suspicion.

## SEE SOMETHING? SAY SOMETHING!

Security and Law Enforcement Stations are located at the Cameron Street Lobby entrance and the Crossroads Security Office

## EMERGENCY PREPAREDNESS TIPS

### STATE POLICE 717-787-4171

### FARM SHOW SECURITY 717-231-6565

### FLOODING

- Facility management will attempt to mitigate the effects of flooding and natural disasters before they happen and will work with all show vendors during this type of event.
- The Maclay and West parking lots are susceptible to flash flooding.
- Avoid contact with flood water.
- If major interstates or surrounding roads are being closed, facility management will make announcements accordingly.

## MEDICAL EMERGENCY

- Notify the State Police Command Post and they will dispatch emergency medical services to the location.
- Describe the nature and severity of the medical incident and location of the victim.
- Do not attempt to move the person unless you are a trained medical responder.
- Stay with the victim and seek help from others if necessary.
- If rendering aid due to your training, be careful not to expose yourself to hazards such as fire, electricity, hazardous materials, or blood borne pathogens

### FIRE & EVACUATION

- If you see a fire, activate the nearest alarm or notify the Farm Show Security Desk.
- The City of Harrisburg Bureau of Fire will respond to the alarm.
- When the building evacuation alarm is activated, leave by the closest and safest exit and alert others to do the same.
- Quickly take all personal belongings.
- Please listen to the instructions of the PA system announcements, Farm Show Complex employees, or responders.
- Do not use elevators!
- The facility is equipped with sprinklers and ABC fire extinguishers.
- Once outside, move a safe distance from the building.
- Do not return to an evacuated building until the 'allclear' sign is provided by the Fire Chief, a Police Officer, or any other official first responder.
- Do not operate cell phones during an evacuation until the 'all-clear' is given

## VIOLENT BEHAVIOR

- Your safety comes first. Use your best judgement to preserve your life.
- Report any physical abuse to the State Police Command Post.
- If there's an active shooter in the facility but not in your area, evacuate the facility and find safety.
- If the active shooter is near your area and preventing your escape, go to a room that can be lock or barricaded or hide and remain silent.
- If the shooter knows you are there but you feel you can flee, quickly evacuate the area.
- If you feel like fleeing is not possible, you can either confront, or attempt to overpower the person.
- If there is a shooter, messages regarding the known location of that person may be broadcast over the PA System.

## SEE SOMETHING? SAY SOMETHING!

Security and Law Enforcement Stations are located at the Cameron Street Lobby entrance and the Crossroads Security Office

## **EXPAND YOUR REACH**

#### FRIENDS OF PA FARM SHOW FOUNDATION

Extend your presence through advertising and sponsorship opportunities with the Friends of the Pennsylvania Farm Show Foundation, Inc. Their mission is to stimulate, facilitate and support educational programs, incentives and events relating to the annual Pennsylvania Farm Show.

#### **ADVERTISING**

Farm Show Visitor's Guide

- 35,000+ distributed annually
- 100 pages
- Full color

Exhibit Booth Space

 Get rooted at the PA Farm Show while you meet and greet nearly 400,000 guests.

#### **SPONSORSHIP**

Competitive Events

 Support Pennsylvania pride;
 6,000+ animals and 12,000+ showcases of skill and passion.

#### Arena and Stage Events

• Grow futures, sow knowledge: sponsor educational entertainment at the PA Farm

entertainment at the PA Farm Show.

Signage

• Harvest visibility at the show where your brand is sure to grow beyond boundaries.

#### **TRADEMARK LOGO**



Plant Your Brand on Fertile Ground – Make the Pennsylvania Farm Show Logo Yours Today! Contact the Executive Director to learn more about how you can utilize the logo on your products and merchandise.



# CHECKLIST

Space Rental Agreement (Due 30 days upon receipt)
Certificate of Insurance (Due at contract signing)
Rental Payment in Full (Due at contract signing)
Cancellation Letter (Due Sept. 1)
Electric Service Order Form (Discounted rate through November 1)
Parking Pass Order Form (Discounted rate through December 19)
Name Tag Request Form (Due December 1)
Shipments to Facility (to arrive no earlier than December 16)

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