

Commercial Exhibitor's Guide

January 6-13, 2024



WELCOME TO THE 108th PENNSYLVANIA FARM SHOW January 6-13, 2024

Dear Commercial Exhibitors:

Thank you for participating in the 108th 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 2023.

Cordially,



Sharon S. Myers
Executive Director



Heidi M. Svonavec
Assistant Executive Director

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SHOW FACTS

FARM SHOW PERSONNEL

Sharon S. Myers—Executive Director
Heidi M. Svonavec—Assistant Executive Director
Morgan Firestine—Events Director
Ryan Webster—Events Manager
Douglas Cleckner—Meetings Manager/Staff Accountant
Deborah A. Trump—Senior Events Coordinator

Jason Morgenstern—Engineering Director
Ann Brown—Operations Director
Ted Lavery—HVAC Supervisor
Mike Wilbert—Building Maintenance Manager
Jeff Martz—Building Maintenance Supervisor
_____—Security Director

ADDRESS: Pennsylvania Department of Agriculture
Pennsylvania Farm Show Complex & Expo Center
2300 North Cameron Street
Harrisburg, PA 17110-9443

PHONE: (717) 787-5373

FAX: (717) 783-8710

IMPORTANT TIMES & DATES

SETUP**

Food Court Booths & FFA Displays – Monday, December 18, 2023
Monday, January 1 thru Friday, January 5, 2024, 7:30 a.m. – 6 p.m.**

**Setup must be completed by Friday, January 5, 2024 at 2 p.m. (12 p.m. in the GIANT Expo Hall)

SHOW HOURS

| | |
|--|-----------------|
| SATURDAY, JANUARY 6 | 8 a.m. – 9 p.m. |
| SUNDAY, JANUARY 7 | 8 a.m. – 8 p.m. |
| MONDAY, JANUARY 8 - FRIDAY, JANUARY 12 | 8 a.m. – 9 p.m. |
| SATURDAY, JANUARY 13 | 8 a.m. – 5 p.m. |

NON-DENOMINATIONAL CHURCH SERVICE

SUNDAY, JANUARY 7 10 a.m.

EXHIBITOR'S BREAKFAST

THURSDAY, JANUARY 11 8 a.m.

TEARDOWN

SATURDAY, JANUARY 13 - MONDAY, JANUARY 15

| | |
|---|--------------------|
| Saturday, January 13* | 5 p.m. - Midnight |
| Sunday, January 14 – Monday, January 15** | 7:30 a.m. – 4 p.m. |

ALL EXHIBITORS MUST REMAIN IN PLACE UNTIL 5 P.M. ON SATURDAY, JANUARY 13, 2024

*Exhibitors in the North Building and Northwest Building must remove all exhibits and equipment by Saturday, January 13, 2024 at midnight.

CHECKLIST

| | <u>DEADLINE</u> |
|--|---|
| _____ ADVERTISING SPACE RESERVATION REQUEST FORM | |
| _____ PREMIUM LIST BOOK DEADLINE | Call immediately |
| _____ CANCELLATION LETTER | SEPTEMBER 1, 2023 |
| <i>(If you have decided not to return, please forward a Cancellation Letter to the Executive Director)</i> | |
| _____ SPACE RENTAL AGREEMENT | SEPTEMBER 1, 2023 |
| _____ CERTIFICATE OF INSURANCE | SEPTEMBER 1, 2023 |
| _____ RENTAL PAYMENT IN FULL (DEADLINE FOR REGULAR RATE RENTAL FEE) | SEPTEMBER 1, 2023 |
| _____ SPACE RESERVED WITH INCOMPLETE CONTRACTS RELEASED TO NEW VENDORS | SEPTEMBER 1, 2023 |
| _____ ELECTRIC SERVICE ORDER FORM | NOVEMBER 3, 2023 |
| _____ PARKING PASS REQUEST FORM | NOVEMBER 3, 2023 |
| _____ NAME TAG REQUEST FORM | NOVEMBER 3, 2023 |
| _____ SHIPMENTS TO COMPLEX | SHIP TO ARRIVE <u>NO</u> <u>EARLIER THAN</u> |
| _____ PARKING PASS ORDER FORM (DISCOUNTED RATE) | DECEMBER 18, 2023 DECEMBER 21, 2023 |
| _____ BOOTH SETUP COMPLETED | JANUARY 5, 2024 2 & 12 p.m. |
| _____ BOOTH TEARDOWN COMPLETED | JANUARY 13, 2024 12 a.m. |

IMPORTANT REMINDERS

SPACE RENTAL AGREEMENT **DEADLINE Friday, September 1, 2023**

Complete contracts including rental agreements, full payment and proper certificate of insurance are to be **returned no later than Friday, September 1, 2023**. This action provides Farm Show Management ample time to produce a more successful event. This action is also taken in recognition of the fact that other qualified exhibitors would like to be notified of their invitation to participate earlier in the Fall so they can have ample time to prepare a successful exhibit. If your contract is not received by 60 days upon receipt of contract and not properly executed and accompanied by the required insurance certificate and full payment, your space may be offered to new exhibitors or to exhibitors requesting additional space for the 2024 Farm Show and the exhibitor may be assigned to another space, at the sole discretion of the Executive Director.

ADVERTISING SPACE RESERVATIONS

Any exhibitor wishing to place an advertisement in the Premium List Book, on-line/Family Living Book (3,500) should contact Deb Trump by phone, email, fax or mail. An **Advertising Space Reservation Request Form** can be found on page 34. **Please return form to advertise in the Premium List Book immediately.**

CANCELLATION LETTER DEADLINE

Farm Show Administration requests that if a company does not intend to participate in the 2024 Pennsylvania Farm Show that they submit a letter of cancellation to the Farm Show Executive Director **no later than Friday, September 1, 2023**. This will allow the Farm Show Management ample time to fill that booth space and give a new exhibitor ample time to prepare a successful exhibit.

TRAILER PARKING

All Commercial and Livestock Trailers must be parked off-site at the Elmerton Parking Lot. On-site Trailer Parking Passes will be available at the cost of \$150 if you absolutely need your trailer to do business. To maintain a secure area, a Farm Show Security Guard will be posted to allow exhibitors to enter and exit the trailer parking area on the off-site lot. Therefore, please indicate the number of Trailer Parking Passes your company will need and we will make sure you receive the necessary parking passes. Fill out the request form from the link provided for On-site Parking Passes and send parking fee with contract payment. A map is enclosed with your contract packet to assist you with directions to this parking area.

EXPRESSION OF INTEREST FORM

LESSEE must disclose on **LESSEE's** Expression of Interest Form, all items it plans to sell or display during the Pennsylvania Farm Show. The **LESSOR** reserves the right to disallow the sale of items which are not in keeping with the Agricultural theme of the Farm Show. Any **LESSEE** found to be selling items not disclosed in its Expression of Interest Form may be removed from the Pennsylvania Farm Show Complex & Expo Center and be prohibited from further exhibition therein, with forfeiture of rental required by the Space Rental Agreement.

STRUCTURAL POST OR POLES

LESSEE understands that rented space may or may not contain a structural post or pole. **LESSEE** acknowledges that **LESSOR** will not refund or discount said rented space based on the existence of the post or pole in the rented space.



pennsylvania
FARM SHOW COMPLEX
AND EXPO CENTER

SUBJECT: Timetable for Submission of the Annual Farm Show
"Space Rental Agreements"

BY DIRECTION OF: The State Farm Products Show Commission

DATE ESTABLISHED: March 15, 1989

DATE REVISED: July 1, 2022

1. SCOPE:

Applies to all requests by commercial exhibitors to lease space at the annual Farm Show.

2. PURPOSE:

The purpose of this policy is to establish a fair and orderly procedure for the submission of "Space Rental Agreements" for the annual Farm Show.

3. DEFINITIONS:

- a. Commercial Exhibitor shall mean any individual, company, or corporation displaying or offering for sale any product or products relating to the field of Agriculture.
- b. Commission shall mean the State Farm Products Show Commission.
- c. Pennsylvania Farm Show Complex & Expo Center shall mean all the buildings and grounds managed by the State Farm Products Show Commission.
- d. Space Rental Agreement shall mean the legal and binding document entered into between the State Farm Products Show Commission and the Commercial Exhibitor.
- e. State Farm Products Show Executive Director shall mean the individual granted the authority to act on the Commission's behalf and to implement the rules and regulations adopted by the Commission.

4. POLICY:

In recognition of the time restraints relative to the production of the annual Farm Show, companies and corporations awaiting an opportunity to exhibit at the Annual State Farm Show, the following timetable shall be established:

All "Space Rental Agreements" shall be forwarded by the Commission to Commercial Exhibitors who are in good standing with the Commission and who exhibited in the previous year's State Farm Show. A letter shall accompany the "Space Rental Agreements" stating that the completed "Space Rental Agreements" shall be received and logged in the Executive Director's Office no later than 4:00 p.m. on Friday, September 1, 2023.

September 22:

An e-mail reminder shall be sent to all Commercial Exhibitors who have not returned Space Rental Agreements. This reminder shall state that all "Space Rental Agreements" shall be received in the Executive Director's Office within 60 days upon receipt of contract. Refer to the Space Rental Agreement Requirements & Terms.

October 13:

The Executive Director reserves the right to reject all "Space Rental Agreements" that are not received in the Executive Director's Office postmarked by **Friday, October 13, 2023**, properly executed and accompanied by the required insurance certificate and full payment, and that space may be offered to other exhibitors.

5. PENALTY:

- a. In addition to potentially losing space for the 2024 Farm Show and/or not being permitted to participate in the 2024 Farm Show, a Commercial Exhibitor's failure to comply with the Friday, October 13, 2023 deadline for the submission of an executed agreement, insurance certificate and full payment may result in removal from the active list of commercial exhibitors desiring to lease space at future Farm Shows.

6. PROCEDURES:

- a. A copy of this policy shall be provided along with the mailing of the "Space Rental Agreement" as provided for in the policy statement.
- b. Questions pertaining to the implementation of this policy shall be directed to: Executive Director, State Farm Products Show Commission, 2300 North Cameron Street, Harrisburg, PA 17110-9443.
- c. This policy shall take effect immediately.

HMS/dat

FARM SHOW SPACE RENTAL AGREEMENT REQUIREMENTS & TERMS

2024 FARM SHOW RENTAL FEES

All booth space is sold in 10' x 10' blocks or multiples of 10' x 10'

| PRICES GOOD FOR 30 DAYS UPON RECEIPT OF CONTRACT (PAYMENT, AGREEMENT, & CERTIFICATE MUST BE SUBMITTED) | | | | |
|--|--|--|--|--|
| Standard Booth Rate | Standard Booth Rate | Standard Booth Rate | Standard Booth Rate | Standard Booth Rate |
| <u>EXPO HALL</u> | <u>MAIN FLOOR</u> | <u>NORTH/NORTHEAST</u> | <u>NORTHWEST/EAST</u> | <u>NEW HOLLAND LARGE ARENA</u> |
| \$4.08 sq. ft. - Under 250 sq. ft. \$3.54 sq. ft. - 250 to 499 sq. ft. \$3.15 sq. ft. - 500 to 999 sq. ft. \$2.76 sq. ft. - 1000 to 2499 sq. ft. \$2.49 sq. ft. - 2500 sq. ft. or more \$709.07 10' x 10' Selling | <u>CONNECTOR LINK/LOBBIES</u> <u>CAMERON ST ENTRANCE</u> \$709.07 - 10' x 10' Selling \$525.61 - 10' x 10' Non-Selling Corner Booth-Additional \$150.00 Premium Space Fee | \$506.48 - 10' x 10' Selling \$263.37 - 10' x 10' Non-Selling | \$368.04 10' x 10' Selling \$223.97 - 10' x 10' Non-Selling | Out-of-State Companies \$764.91 10' x 10' PA Companies \$709.07 - 10' x 10' Selling \$525.61 - 10' x 10' Non-Selling |

| PRICES GOOD FOR 31-45 DAYS UPON RECEIPT OF CONTRACT (PAYMENT, AGREEMENT, & CERTIFICATE MUST BE SUBMITTED) | | | | |
|--|--|--|--|--|
| Standard Booth Rate | Standard Booth Rate | Standard Booth Rate | Standard Booth Rate | Standard Booth Rate |
| <u>EXPO HALL</u> | <u>MAIN FLOOR</u> | <u>NORTH/NORTHEAST</u> | <u>NORTHWEST/EAST</u> | <u>NEW HOLLAND LARGE ARENA</u> |
| \$4.90 sq. ft. - Under 250 sq. ft. \$4.25 sq. ft. - 250 to 499 sq. ft. \$3.78 sq. ft. - 500 to 999 sq. ft. \$3.31 sq. ft. - 1000 to 2499 sq. ft. \$2.99 sq. ft. - 2500 sq. ft. or more \$850.88 10' x 10' Selling | <u>CONNECTOR LINK/LOBBIES</u> <u>CAMERON ST ENTRANCE</u> \$850.88 - 10' x 10' Selling \$630.73 - 10' x 10' Non-Selling Corner Booth-Additional \$150.00 Premium Space Fee | \$607.78 - 10' x 10' Selling \$316.04 - 10' x 10' Non-Selling | \$441.65 - 10' x 10' Selling \$268.76 - 10' x 10' Non-Selling | Out-of-State Companies \$917.89 10' x 10' PA Companies \$850.88 - 10' x 10' Selling \$630.73 - 10' x 10' Non-Selling |

| PRICES GOOD AFTER 46 DAYS UPON RECEIPT OF CONTRACT (PAYMENT, AGREEMENT, & CERTIFICATE MUST BE SUBMITTED). | | | | |
|--|--|--|--|--|
| Standard Booth Rate | Standard Booth Rate | Standard Booth Rate | Standard Booth Rate | Standard Booth Rate |
| <u>EXPO HALL</u> | <u>MAIN FLOOR</u> | <u>NORTH/NORTHEAST</u> | <u>NORTHWEST/EAST</u> | <u>NEW HOLLAND LARGE ARENA</u> |
| \$5.10 sq. ft. - Under 250 sq. ft. \$4.43 sq. ft. - 250 to 499 sq. ft. \$3.94 sq. ft. - 500 to 999 sq. ft. \$3.45 sq. ft. - 1000 to 2499 sq. ft. \$3.11 sq. ft. - 2500 sq. ft. or more \$886.33 10' x 10' Selling | <u>CONNECTOR LINK/LOBBIES</u> <u>CAMERON ST ENTRANCE</u> \$886.33 - 10' x 10' Selling \$657.01 - 10' x 10' Non-Selling Corner Booth-Additional \$150.00 Premium Space Fee | \$633.10 - 10' x 10' Selling \$329.21 - 10' x 10' Non-Selling | \$460.05 - 10' x 10' Selling \$279.96 - 10'x10' Non-Selling | Out-of-State Companies \$956.14 10' x 10' PA Companies \$886.33 - 10' x 10' Selling \$657.01 - 10' x 10' Non-Selling |

PARKING PASS ALLOTMENT BY SQUARE FOOTAGE

Less than 299 sq. ft. - 2 Weekly Passes

300 to 499 sq. ft. - 4 Weekly Passes

500 Plus sq. ft. - 5 Weekly Passes

Additional passes MUST be ordered prior to December 23 for a discounted rate.

DECORATIONS

The Farm Show is not responsible for hanging banners or signage or providing tables, chairs, carpet, etc. Each individual exhibitor is responsible for contracting a decorator and making such arrangements. The contracted decorator at the Complex is:

General Exposition Services

205 Windsor Road

Limerick Business Center

Pottstown, PA 19464

(610) 495-8866

Exhibitors are free to contract with other firms

GENERAL INFORMATION

SPACE CHANGES

Space changes are not made until after all contracts have been accounted for, either by having a properly executed agreement returned or a letter of cancellation forwarded to the Executive Director at the Farm Show Administrative Office.

If a company is interested in a space change they must put a request in writing to the Executive Director no later than Friday, September 1, 2023. However, even though a company may want to enlarge or relocate their booth, they must still return the agreement, properly executed, to reserve their existing location. Then, if we are able to honor the space change request, the contract will be changed accordingly.

EXHIBITOR REGISTRATION

Exhibitor Registration will be conducted Wednesday, January 3, 2024 through Friday, January 5, 2024 in the hall being exhibited in. See the Floor Manager upon your arrival or go to the Farm Show Administrative Office located on the Second Floor directly above the Cameron Lobby for direction.

At this time, the Exhibitor will sign in and pick up his/her parking passes, nametags, and any other pertinent information. See Show Facts on page 3 for exact times Registration will be open.

EXHIBITOR PARKING

A parking pass submission form will be sent to you electronically. A Farm Show Exhibitor Parking Pass will be needed to access all parking lots. Passes are made available to each exhibitor based on the amount of square footage rented. If more passes are needed, they are available for purchase at the cost of \$60 for an eight-day pass. One-Day Exhibitor Passes are available at the cost of \$7.50 each. These passes do not guarantee parking at the Farm Show On-site Lot. They can be used at any of the Farm Show operated lots including On-site, Off-site, Elmerton or HACC (as available). Requests received later than November 3, 2023 will be honored on a "Space Available" basis with no guarantee. If you have any questions or special requests concerning your parking passes (i.e. excessive amounts or early release), please call Deb Trump.

PARCEL DELIVERY AND PICKUP LOCATION

All pickups and deliveries shall be processed through the Pennsylvania Farm Show Complex & Expo Center Security Desk in the Cameron Street Lobby. Any inquires shall be directed to the Security Director. There will be no shipments received prior to Monday, December 18, 2023 (See Space Rental Agreement, Section F, Paragraph 12, page 7). The desk will serve as a drop off location; security will not be required to deliver the packages to your booth. Security will have a PARCEL DELIVERY LOG to keep track of the incoming packages. When packages arrive at the Security Desk, Security will check them in on the log. Farm Show personnel will then bring a PARCEL DELIVERY CARD to your company's booth, at which time you (the company) will have to report to the Security Desk with the PARCEL DELIVERY CARD to pick up and sign for your package. **(See Parcel Delivery Procedure pages 41 & 42)**

OFFICE SERVICES

FAX MACHINE

A fax machine is available in the Farm Show Administrative Office for your use. The fax number is (717) 783-8710.

COPY MACHINE

A copy machine is available in the Farm Show Administrative Office for your use. There is a charge of \$.10 per copy.

COMMERCIAL EXHIBITORS BREAKFAST

The Commercial Exhibitors Breakfast is an opportunity for the exhibitors to meet with the Secretary of Agriculture, the Farm Show Complex Executive Director and the Farm Show Commission and to offer comments and suggestions about the Farm Show. The Breakfast is held in the PA Preferred Banquet Hall. See Show Facts on page 3 for the exact date/time of the Exhibitor Breakfast.

FARM SHOW COMMERCIAL EXHIBITOR AWARD

This year the Farm Show will recognize commercial exhibits that stand out among the others. No entry is necessary—three selected judges will circulate through the building at the beginning of the show and agree on winners in the following categories:

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

Criteria: Included for consideration will be overall excellence of the booth, product lines, color scheme, layout and creativity in the following manner:

- Attracts Attention (stopping power)
- Holds Interest (encourages study)
- General Appearance (simple, balance, color)
- Workmanship (neat, well-constructed)
- Internal and External Appearance
- Originality of Structure
- Space Planning and Circulation
- Theme Creativity
- Name Integration
- Entertainment Value
- Aesthetic Appeal

NON-DENOMINATIONAL WORSHIP SERVICE

A service will be held Sunday, January 7, 2024, at 19:30 a.m. in the New Holland Arena.

THE PA FARM SHOW COMPLEX & EXPO CENTER WEBSITE

The PA Farm Show Complex & Expo Center Homepage and event website for the annual Farm Show can be found at www.farmshow.pa.gov. Visit us on the web for Schedules of Events, maps of the Complex and other helpful information relating to the complex and the show.

FARM SHOW SPACE RENTAL AGREEMENT REQUIREMENTS & TERMS

A. TERMS OF COMPLETED CONTRACT – In order to confirm your participation, Lessee must provide a completed contract, which shall include:
1) Properly signed Farm Show Rental Agreement; 2) A copy of your current Certificate of Liability Insurance; 3) Full payment via check, money order payable to the COMMONWEALTH OF PENNSYLVANIA, or credit card number using the enclosed Credit Card Form. The Agreement must be signed using Adobe Sign and all other documents must be mailed/mailed in one packaged envelope and postmarked by the date set forth on the enclosed Farm Show Space Rental Agreement Requirements & Terms document. Any contract missing one of the three documents will be considered “Incomplete” and the rental rate will automatically be calculated to the rental amount applicable for the date when the contract is considered complete. No Exhibitor will be allowed to set up until a valid Certificate of Liability Insurance and full payment has been received and logged in the Executive Director’s Office. If the Certificate of Liability Insurance sent in at contract signing is no longer valid for the show date listed, it is the Commercial Exhibitor’s responsibility to file the updated certificate.

B. CONTRACT SIGNATURE PAGE – These are the requirements for signing the Pennsylvania Farm Show Space Rental Agreement.

Corporation Signatures (Corp. or Inc.)

If a company is *incorporated*, the Commonwealth of Pennsylvania requires **two (2) signatures** on the Signature Page, the corporation’s **President or Vice President and** the corporation’s **Secretary or Treasurer**. If, for some reason, the signatory is **not a corporate officer**, the company must submit a **Letter of Signature Authorization**, signed by a corporate officer or a **Board Resolution**, authorizing that individual to sign the contract and provide a copy of the letter to the Bureau of Farm Show. If a Pennsylvania Corporation, please provide confirmation of filing of the corporate registration with the Commonwealth of Pennsylvania, Department of State, Corporation Bureau. Go to <http://www.dos.state.pa.us/portal/server.pt/community/corporations/12457> and click on the "Search and order corporate documents." near the bottom of the page. If an out-of-state corporation, please provide confirmation of filing of the corporate registration in the equivalent government office in your state. **Do not sign this agreement using any fictitious name under which the business is conducted.**

Limited Liability Company Signature (LLC)

If a company is a Limited Liability Company only **one (1) signature** is required on the Signature Page, by a **member or manager**. If a Pennsylvania LLC, please provide confirmation of filing of the LLC registration with the Commonwealth of Pennsylvania Department of State, Corporation Bureau. Go to <http://www.dos.state.pa.us/portal/server.pt/community/corporations/12457> and click on

the "Search and order corporate documents." near the bottom of the page. If an out-of-state LLC, please provide confirmation of filing of the LLC registration in the equivalent government office in your state. **Do not sign this agreement using any fictitious name under which the business is conducted.**

General Partnership Signature

If the business is a General Partnership only **one (1) signature** is required on the Signature Page, a **general partner**. *If a Pennsylvania general partnership and registration has been filed with the Commonwealth of Pennsylvania Department of State, Corporation Bureau, please provide confirmation of filing of the registration. Go to <http://www.dos.state.pa.us/portal/server.pt/community/corporations/12457> and click on the "Search and order corporate documents." near the bottom of the page. If your general partnership is not registered with the Department of State, please inform the Bureau of Farm Show in writing. If an out-of-state general partnership and registration has been filed in your state, please provide confirmation of filing of the registration in the equivalent government office in your state. If your out-of-state general partnership is not registered, please inform the Bureau of Farm Show in writing.* **Do not sign this agreement using any fictitious name under which the business is conducted.**

Limited Liability Partnership Signature (LLP)

If the business is a Limited Liability Partnership only **one (1) signature** is required on the Signature Page, a **general partner; Not a limited partner**. *If a Pennsylvania limited liability partnership has been filed with the Commonwealth of Pennsylvania Department of State Corporation Bureau, please provide confirmation of filing of the registration. Go to <http://www.dos.state.pa.us/portal/server.pt/community/corporations/12457> and click on the "Search and order corporate documents." near the bottom of the page. If your limited liability partnership is not registered with the Department of State, please inform the Bureau of Farm Show in writing. If an out-of-state limited liability partnership and registration has been filed in your state, please provide confirmation of filing of the registration in the equivalent government office in your state. If your out-of-state limited liability partnership is not registered, please inform the Bureau of Farm Show in writing.* **Do not sign this agreement using any fictitious name under which the business is conducted.**

Sole Proprietor Signature (SP)

If the business is a Sole Proprietorship only **one (1) signature** is required on the Signature Page, which is the name given on a birth certificate. **Do not sign this agreement using any fictitious name under which the business is conducted.**

State or Federal Governmental Agency/Entity

If a state or federal government agency/entity, the agreement must be signed by a Secretary, Deputy Secretary, Executive Director, Bureau Director or someone of equivalent authority with signature authority.

C. INSURANCE – The requirements for insurance coverage in order to exhibit at the annual Pennsylvania Farm Show are listed below. See Page 4, Section C of the Pennsylvania Farm Show Space Rental Agreement.

Commercial 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. (See Sample*) The Certificate of Insurance must accompany the space rental agreement when it is submitted to the Bureau of Farm Show and **the agreement cannot be accepted by the Pennsylvania Department of Agriculture's Office of Chief Counsel without the Certificate of Liability Insurance.** **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.** The Certificate of Liability Insurance must list the proper name of the business entity and not any fictitious name under which the exhibitor does business. (See Sample Certificate of Liability Insurance) No Exhibitor will be allowed to set up until a valid Certificate of Liability Insurance and full payment has been received and logged in the Executive Director's Office. If the Certificate of Liability Insurance sent in at contract signing is no longer valid for the show date listed, it is the Commercial Exhibitor's responsibility to file the updated certificate.

The Bureau of Farm Show reserves the right to increase the limits of required insurance coverage, depending on a specific event or circumstances. Any insurance coverage increases will be addressed with the exhibitor prior to the execution of the space rental agreement.

IMPORTANT NOTE: Page 4, Section C of the space rental agreement does not apply to state or federal government agencies/entities who may be self-insured.

D. PAYMENT – Full payment is required at contract signing. For your convenience payment may be made by check or money order payable to the Commonwealth of Pennsylvania or by credit card by providing your credit card number using the enclosed Credit Card Information Form. No Commercial Exhibitor will be allowed to setup without full payment received and logged in the Executive Director's Office.

E. EXPRESSION OF INTEREST FORM – **LESSEE** must disclose on **LESSEE'S** Expression of Interest Form all items it plans to sell or display during the Pennsylvania Farm Show. The **LESSOR** reserves the right to disallow the sale of items which are not in keeping with the Agricultural theme of the Farm Show. Any **LESSEE** found to be selling items not disclosed in its Expression of Interest Form may be removed from the Pennsylvania Farm Show Complex & Expo Center and be prohibited from further exhibition therein, with forfeiture of rental required by the Space Rental Agreement.



COMMONWEALTH OF PENNSYLVANIA
GOVERNOR'S OFFICE OF GENERAL COUNSEL

MEMORANDUM

TO: Exhibitors at the Annual Pennsylvania Farm Show
FROM: John Howard, Chief Counsel
DATE: July 23, 2019
SUBJECT: **Signature and Insurance Requirements for Pennsylvania Farm Show Space Rental Agreement**

A. CONTRACT SIGNATURE PAGE – These are the requirements for signing the Pennsylvania Farm Show Space Rental Agreement.

Corporation Signatures (Corp. or Inc.)

If a company is *incorporated*, the Commonwealth of Pennsylvania requires **two (2) signatures** on the Signature Page, the corporation's **President or Vice President** *and* the corporation's **Secretary or Treasurer**. If, for some reason, the signatory is not a corporate officer, the company must submit a Letter of Signature Authorization, signed by a corporate officer or a Board Resolution, authorizing that individual to sign the contract and provide a copy of the letter to the Bureau of Farm Show. If a Pennsylvania corporation, please provide confirmation of filing of the corporate registration with the Commonwealth of Pennsylvania Department of State, Corporation Bureau. www.corporations.pa.gov If an out-of-state corporation, please provide confirmation of filing of the corporate registration in the equivalent government office in your state. **Do not sign this agreement using any fictitious name under which the business is conducted.**

Limited Liability Company Signature (LLC)

If a company is a Limited Liability Company only **one (1) signature** is required on the Signature Page, by a **member or manager**. If a Pennsylvania LLC, please provide confirmation of filing of the LLC registration with the Commonwealth of Pennsylvania Department of State, Corporation Bureau. www.corporations.pa.gov If an out-of-state LLC, please provide confirmation of filing of the LLC registration in the equivalent government office in your state. **Do not sign this agreement using any fictitious name under which the business is conducted.**

General Partnership Signature

If the business is a General Partnership only **one (1) signature** is required on the Signature Page, of a **general partner**. If a Pennsylvania general partnership and registration has been filed with the Commonwealth of Pennsylvania Department of State, Corporation Bureau, please provide confirmation of filing of the registration. www.corporations.pa.gov If your general partnership is not registered with the Department of State, please inform the Bureau of Farm Show in writing. If an out-of-

state general partnership registration has been filed in your state, please provide confirmation of filing of the registration in the equivalent government office in your state. If your out-of-state general partnership is not registered, please inform the Bureau of Farm Show in writing. **Do not sign this agreement using any fictitious name under which the business is conducted.**

Limited Liability Partnership Signature (LLP)

If the business is a Limited Liability Partnership only **one (1) signature** is required on the Signature Page, **a general partner; Not a limited partner.** If a Pennsylvania LLP, please provide confirmation of filing of the LLP registration with the Commonwealth of Pennsylvania Department of State, Corporation Bureau. www.corporations.pa.gov If an out-of-state limited liability partnership and registration has been filed in your state, please provide confirmation of filing of the registration in the equivalent government office in your state. **Do not sign this agreement using any fictitious name under which the business is conducted.**

Sole Proprietor Signature (SP)

If the business is a Sole Proprietorship only **one (1) signature** is required on the Signature Page, which is the name given on a birth certificate. **Do not sign this agreement using any fictitious name under which the business is conducted.**

State or Federal Governmental Agency/Entity

If a state or federal government agency/entity, the agreement must be signed by a Secretary, Deputy Secretary, Executive Director, Bureau Director or someone of equivalent authority with signature authority.

IMPORTANT NOTE: Page Four, Section C of the space rental agreement does not apply to state or federal government agencies/entities who may be self-insured.

B. INSURANCE –The requirements for insurance coverage in order to exhibit at the annual Pennsylvania Farm Show are at Page 2, Section C, of rental agreement. Commercial 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. (See Sample*) The Certificate of Insurance must accompany the space rental agreement when it is submitted to the Bureau of Farm Show. **The agreement cannot be accepted without the Certificate of Liability Insurance. 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.** The Certificate of Liability Insurance must list the proper name of the business entity and not any fictitious name under which the exhibitor does business. (See Sample Certificate of Liability Insurance) No Exhibitor will be allowed to set up until a valid Certificate of Liability Insurance and full payment has been received and logged in the Executive Director’s Office. If the Certificate of Liability Insurance sent in at contract signing is no longer valid for the show date listed, it is the Commercial Exhibitor’s responsibility to file the updated certificate.

The Bureau of Farm Show reserves the right to increase the limits of required insurance coverage, depending on a specific event or circumstances. Any insurance coverage increases will be addressed with the exhibitor prior to the execution of the space rental agreement.



CERTIFICATE OF LIABILITY INSURANCE

HARRI-6

OP ID: DK

DATE (MM/DD/YYYY)

08/05/13

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, 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 Insurance Agent/Broker | CONTACT NAME: | |
| | PHONE (A/C No. Ext.): | FAX (A/C No.): |
| | E-MAIL ADDRESS: | |
| | INSURER(S) AFFORDING COVERAGE | NAIC # |
| INSURED Name and address of lessee (Must appear exactly as on rental agreement.) | INSURER A: | Insurance Company |
| | INSURER B: | |
| | INSURER C: | |
| | INSURER D: | |
| | INSURER E: | |
| | INSURER F: | |

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER: 2

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSUR LTR | TYPE OF INSURANCE | DATE BEGIN / END | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|-----------|---|------------------|---------------|-------------------------|-------------------------|--|
| A | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-ECT <input type="checkbox"/> LUC | X | BOP XXXXXX | xx/xx/xxxx | xx/xx/xxxx | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (if a occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGO \$ 2,000,000 |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | | COMBINED SINGLE LIMIT (if applicable) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per occurrence) \$ |
| | UMBRELLA LIAB EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTIONS | | | | | EACH OCCURRENCE \$ AGGREGATE \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in PA) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A | | | NO STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |
| A | Property Section | | | | | |
| A | Equipment Floate | | | | | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101. Additional Remarks Schedule, if more space is required)

Commonwealth of Pennsylvania, Department of Agriculture, Bureau of Farm Show is listed as additional insured for the (name of event) from (first contracted date) to (last contracted date). (Please include all dates including set up dates.)

| | |
|--|---|
| CERTIFICATE HOLDER COMMON OF Commonwealth of PA Dept of Agriculture Bureau of Farm Show 2301 North Cameron Street Harrisburg, PA 17110-9408 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
| | AUTHORIZED REPRESENTATIVE Must have authorized signature from insurance company. |

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ACORD 25 (2010/05)

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- REQUIRED INFORMATION FOR EVENTS HELD AT THE PA FARM SHOW

IMPORTANT
SPACE RENTAL AGREEMENT GUIDELINES
Summaries of contractual terms are provided for your convenience. Please consult the Space Rental Agreement which remains the controlling terms.

SALE/DISTRIBUTION OF PROMOTIONAL ITEMS

(Section D, Item 1)

Commercial exhibitors are not allowed to sell, offer for sale, or give away any item without the consent of the Farm Show Executive Director. The Executive Director reserves the right to approve the price charged for any food items sold for human consumption. Commercial exhibitors are not allowed to sell, offer for sale or give away any item, which is prohibited by law. For more details, please see the Sale and/or Give Away of Promotional Material Policy on page 38.

DEMONSTRATIONS AND ILLUMINATED SIGNS

(Section D, Item 10)

Commercial exhibitors are not allowed to conduct a demonstration or display mechanical or illuminated signs without the Farm Show Commission's written consent. The Commission reserves the right to regulate and to place conditions upon the audio level of the exhibit.

LOTTERIES **(Section D, Item 11)**

Commercial exhibitors are not allowed to conduct a drawing or similar activity without the Farm Show Commission's written consent.

STAFFING BOOTH

(Section F, Item 9)

Commercial exhibitors shall staff all exhibits during the hours that the Pennsylvania Farm Show is opened to the public.

SHIPPING GUIDELINES

(Section F, Item 12)

All shipments sent to the Pennsylvania Farm Show Complex & Expo Center for an exhibitor must be prepaid and must designate the exhibitor's name and booth number. No shipments will be accepted by the Farm Show on which there is a charge. No shipments will be received before Monday, December 18, 2023. *(For further details, see Setup Information on page 41.)*

HEIGHT OF EXHIBIT

(Section D, Item 8)

The first four (4) feet of each side partition shall not exceed four (4) feet in height without the written consent of the Farm Show Commission. An exhibitor may not erect any sign or partition in excess of nine (9) feet in height without the written consent of the Executive Director.

SMOKING

(Section D, Item 14)

There will be **NO SMOKING** inside any of the Pennsylvania Farm Show

Complex & Expo Center buildings.
The Pennsylvania Farm Show Complex & Expo Center is a Smoke-Free building (See the Pennsylvania Farm Show Complex & Expo Center Smoking Policy on page 40).

PROTECTION OF FLOORS/WALLS
(Section D, Item 6)

All exhibits, machinery and supplies moved in or out of the Pennsylvania Farm Show Complex & Expo Center must be moved or placed so as to protect the floor covering from cuts, dents, spills or other damages.

Exhibitors are not allowed to nail, tack, screw, bolt or otherwise physically attach anything to any part of the Pennsylvania Farm Show Complex & Expo Center.

DANGEROUS EQUIPMENT
(Section D, Item 5)

Commercial Exhibitors must cover, with appropriate safety devices, any moving machinery parts and other parts, whether moving or not, that pose a danger of personal injury.

ALCOHOL
(Section D, Item 13)

No person is allowed to possess, consume or distribute alcoholic beverages at the Farm Show.

CLEAN UP
(Section F, Item 10)

Immediately upon closing of the Farm Show each night exhibitors must clean

and leave space in good order by placing waste material in the aisle or in receptacles provided for that purpose. Daily cleaning of the aisles is provided by the Farm Show Complex Staff.

Daily cleaning of carpeting and displays is the responsibility of each exhibitor. The names of professional cleaners, if used by an exhibitor, must be submitted to the Executive Director's Office before they are permitted to enter your exhibit.

DISMANTLING OF BOOTHS
(Section A.1., Item 12)

Commercial exhibitors are **NOT PERMITTED TO DISMANTLE** their displays prior to the official closing time, 5 p.m., Saturday, January 13, 2024, unless the exhibitor has been given prior written approval from the Farm Show Executive Director. All early dismissal requests should be made in writing to the Farm Show Executive Director no later than Wednesday, November 15, 2023. Anyone who violates this provision will not be invited to return to exhibit at next year's show.

FOOD FOR SALE OR CONSUMPTION
(Section D, Item 15)

Any **LESSEE** who offers food for sale or consumption during the Pennsylvania Farm Show must comply with all provisions of the Pennsylvania Retail Food Facility Safety Act (3 Pa.C.S.A §§ 5701-5714) and the corresponding regulations.

ADDITIONAL CONDITIONS

EMERGENCY MESSAGES ONLY

Only emergency messages will be announced from the Pennsylvania State Police booth over the Farm Show PA System.

NO ADHESIVE BACKED LABELS AND STICKERS

The distribution of adhesive backed labels, stickers or similar items is prohibited in the Pennsylvania Farm Show Complex & Expo Center.

NO BALLOONS

The use of helium or lighter-than-air inflated balloons is prohibited in the Pennsylvania Farm Show Complex & Expo Center.

NO YARDSTICKS, CANES, ETC.

As indicated in the **Pennsylvania Farm Show Policy – The Sale and/or Giveaway of Promotional Material** (see *Farm Show Exclusive Rights & Policies Section*, page 37) the sale, offering for sale or giveaway of the following items is prohibited:

- a. Any item which is prohibited by law.
- b. Any item which is determined by the Commission to be a novelty item.
- c. Lighter-than-air inflated balloons.
- d. Any item with an adhesive backed label.
- e. **Canes, yardsticks, cattle prods or any other similar item.**

LICENSE TRADEMARK

LESSEE shall not sell, offer for sale or give away any item subject to a valid trademark unless such item is the subject of a valid trademark agreement or properly licensed by the holder of the trademark. **LESSOR** may confiscate all items not subject to a valid trademark license without payment to **LESSOR** or **LESSOR** may notify the holder of the licensed trademark or law enforcement agencies for appropriate action. **LESSOR** may remove a **LESSEE** that knowingly sells, offers for sale or gives away unlicensed items from the property without the refund of any payments made to **LESSOR** for rental of the space.

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.

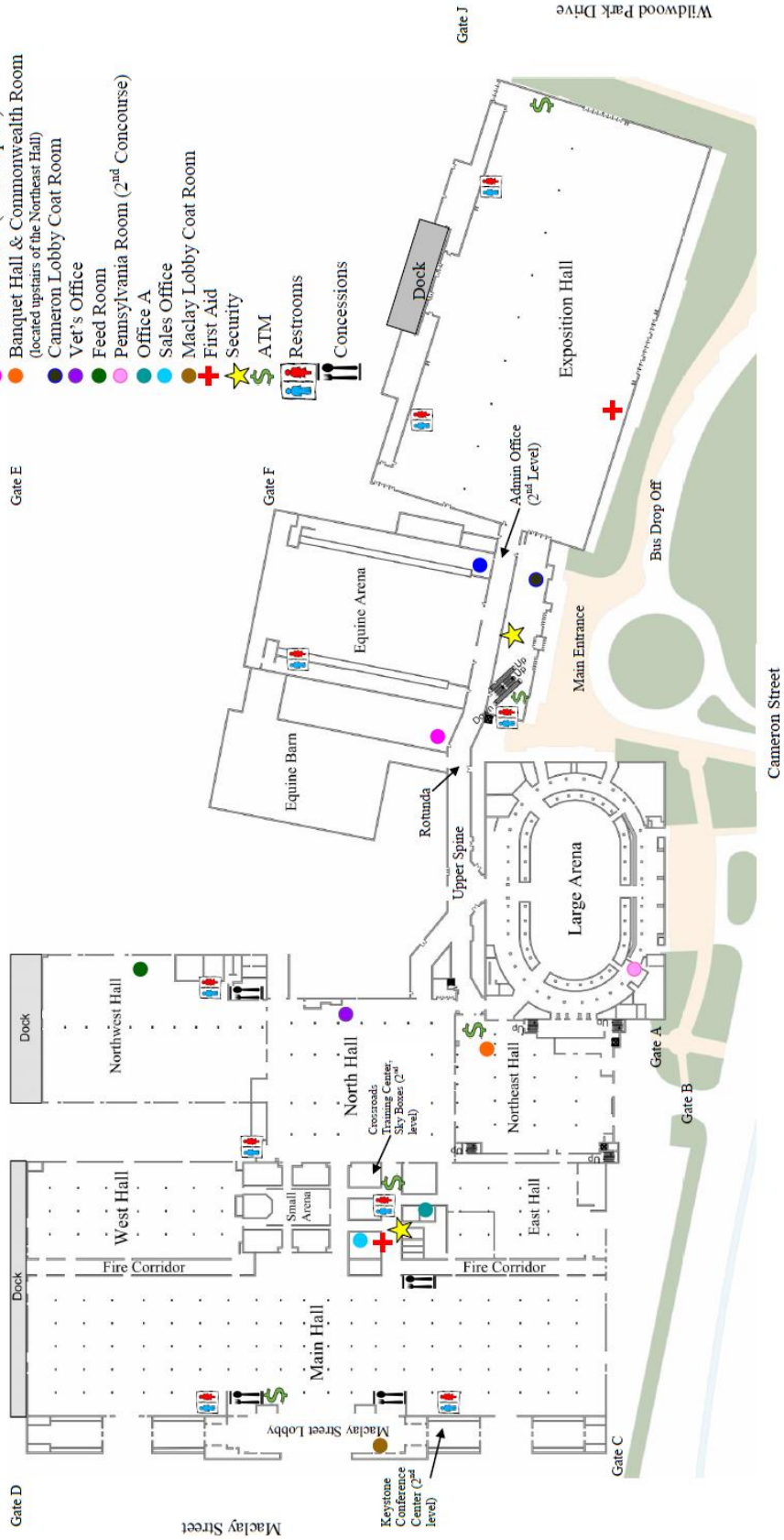
Contact the Harrisburg Bureau of Fire with any questions regarding the above regulations at **717-255-6464** or fax to **717-255-6448**.

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



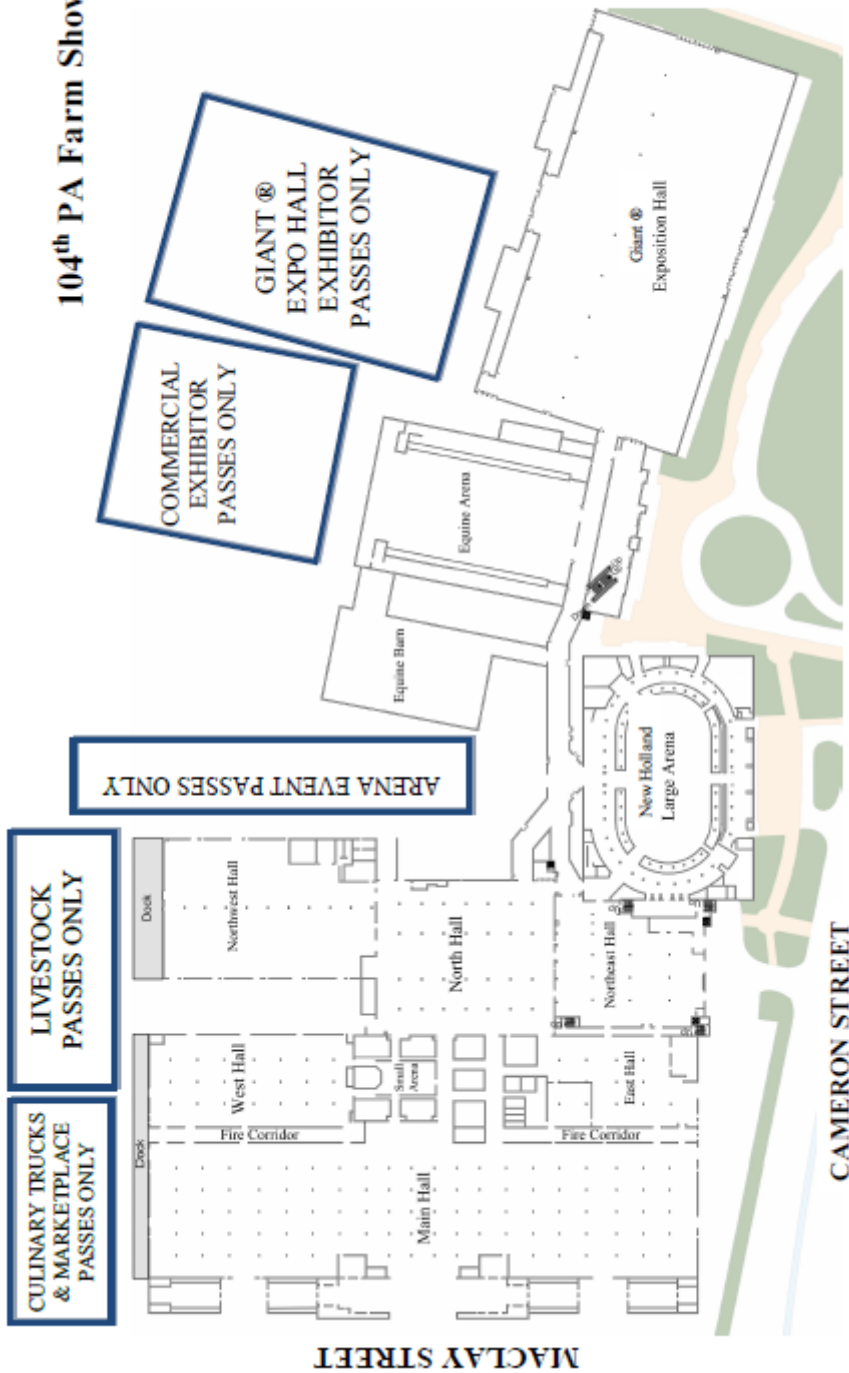
P.A. Farm Show Map

- Room Locations**
- State Police Room (Lower Spine)
 - Livestock Office (Lower Spine)
 - Banquet Hall & Commonwealth Room (located upstairs of the Northeast Hall)
 - Cameron Lobby Coat Room
 - Vet's Office
 - Feed Room
 - Pennsylvania Room (2nd Concourse)
 - Office A
 - Sales Office
 - Maclay Lobby Coat Room
 - First Aid
 - ★ Security
 - 💰 ATM
 - 🚻 Restrooms
 - 🛒 Concessions

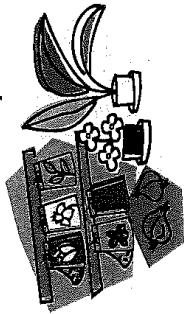


104th PA Farm Show

INDUSTRIAL ROAD/WILLOW PARK DRIVE



Bureau of Plant Industry



In an effort to assist in your event at the Farm Show, Bureau of Plant Industry would like to offer information which your event vendors will need to know regarding regulations for feed, fertilizer, seed and plant material sold in the Commonwealth of Pennsylvania.



Compliance Information Bureau of Plant Industries

Bureau of Plant Industry

2301 N. Cameron Street
Room G-13
Harrisburg, PA 17110
agriculture.state.pa.us

Tel: 717 787 4843

Bureau of Plant Industry

For detailed information on these

programs please visit
www.agriculture.state.pa.us

Pennsylvania Department of Agriculture is comprised of several Bureaus. The Bureau of Plant Industry is responsible for overseeing the registration of Agronomic Products, such as feed, fertilizer and seed within the Commonwealth of Pennsylvania. The Bureau is also responsible for the Plant Merchant licensing program.

We would like to welcome you to the Farm Show Complex and help you successfully comply with the regulations set forth which may apply to your business while in Pennsylvania.

FEED/PET FOOD AND TREATS

A license is required for each feed/pet food manufacturer located in Pennsylvania and for each guarantor of feed/pet food who distributes a product in Pennsylvania.

Feed and pet food has specific labeling requirements (Brand, guaranteed analysis, ingredient statement, name & address of guarantor, net weight.)



FERTILIZER

A license is required for each Pennsylvania manufacturing facility producing fertilizer offered for sale, sold or distributed in Pennsylvania, and also for each guarantor of fertilizer that is offered for sale or distributed in Pennsylvania. Fertilizer has specific labeling requirements. (Brand, grade, guaranteed analysis, name & address of guarantor, net weight) Specialty fertilizer must be registered by name and grade.

SEED

A license is required for each distributor of seed in Pennsylvania. This includes; agricultural, lawn & turf, trees & shrubs, vegetables & herbs, and flower seeds. There are specific labeling requirements for each type of seed.

PLANTS/NURSERY STOCK

Nursery stock is defined as: Trees, shrubs, brambles, woody vines, woody florist stock, herbaceous perennials, vegetable plants, bedding and other herbaceous plants including their roots, cuttings, grafts scions, buds, fruit pits, seeds and their parts for propagation.

Individuals, corporations, associations,

partnerships or any other entities involved in the sale and/or distribution of "Nursery Stock" in any way are required to obtain a Nursery/Nursery Dealer Certificate.

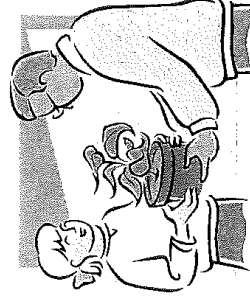
As the sponsor of the event it is your responsibility to make certain the participants are currently licensed in PA or in their State of origin.

To apply for a license go to:

www.PaPlants.state.pa.us

Complete the online application and pay by credit card.

**For specific program and labeling questions contact the Bureau of Plant Industry
717-787-4843**



SETUP 2024 FARM SHOW

HOURS

Monday, January 1 thru Friday, January 5 7:30 a.m. – 6 p.m.**
****Setup must be completed by Friday, January 5, 2024 at 2 p.m.**

NO VEHICLES ARE PERMITTED TO BE DRIVEN INTO THE FACILITY FOR SET UP AFTER
THURSDAY, JANUARY 4 AT 6 p.m.

SHIPPING REQUIREMENTS

Shipments may not arrive at the Pennsylvania Farm Show Complex & Expo Center
prior to **Monday, December 18, 2023.**

All shipments sent to the Pennsylvania Farm Show Complex & Expo Center
must be prepaid and addressed as follows:

Company Name
2024 Pennsylvania Farm Show
Building Name, Booth # _____
Pennsylvania Farm Show Complex & Expo Center
Cameron Street Lobby
2300 North Cameron Street
Harrisburg, PA 17110-9443

Any further questions concerning shipping requirements or
arrangements should be directed to the Security Director at (717)
231-6565.

DECORATIONS

The Farm Show is not responsible for providing carpeting, 8' Backdrop Pipe and
Drape, etc. for exhibits. However, in the Main Hall, an 8' Backdrop Pipe and
Drape is included in the Standard Booth Rate. Each individual exhibitor is
responsible for contacting the decorator and making such arrangements. Contact
information for the decorator will be provided to you at a later time.

PLANTS/SHRUBBERY/FLOWERS

The Pennsylvania Farm Show Complex & Expo Center is not responsible for
providing such service. If desired, all arrangements for plants, shrubbery and
flowers must be made on an individual basis between the exhibitor and a provider
of such service.

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS



Dear **PA Farm Show 2024** Exhibitor:

Welcome to the online exhibitor service kit for the upcoming **PA Farm Show 2023** being held at the **PA Farm Show Complex & Expo Center on January 6-13, 2024**.

This letter contains instructions on how to access the Online Exhibitor Kit. You may print it out for easier step by step viewing.

Online Exhibit Kit Instructions:

To access our ONLINE kit for the **PA Farm Show 2024** you have 2 options.

DIRECT LINK

<https://www.generalexposition.com/online-servicekit.php> (click to follow link)

MANUAL ENTRY

Please click the following link or copy and paste the link into your browser's window -
www.generalexposition.com

Next, click on the Online Services button located in the upper right hand corner of the Web page. This will take you to the log in page.

AT THE LOG IN PAGE - Enter the Exhibit Code: **FARM24**

At the Sign In page, you will be prompted to sign in with an existing exhibitor account. If you do not have an account set up with General Exposition Services, you will be prompted to create one.

Now that you are signed in with the show, you can read through the important show information. Scroll down to the bottom of the screen to see the links for which services you wish to order, including carpet, furnishings, labor, etc.

For any additional custom forms you may need, please click on the appropriate links listed under "References".

As you place orders for your items, all furnishings and services will be placed in your shopping cart, and you will be prompted for payment information upon checkout.

We look forward to being of service to you. If you have any questions, please give us a call at 610-495-8866, mention the upcoming **PA Farm Show 2024**, and one of our Customer Service Reps will be happy to assist you.

OVERHEAD DOORS

Overhead doors are located around the Complex for easy access to the facility. Using overhead doors must only be done by Farm Show Complex Staff.

ELEVATORS

Passenger elevators are located in the Cameron Lobby, which takes individuals to the second floor of the Connector Link and Administrative Office. The passenger elevator in the fire corridor between the Northeast Building and the New Holland Large Arena allows individuals to access the Second Floor of the PA Preferred Banquet Hall, Commonwealth Room and the Upper Concourses of the New Holland Large Arena. The passenger elevator at the end of the Connector Link allows individuals to go to the PA Preferred Banquet Hall, Commonwealth Room or the North Building.

A *freight elevator* is located in the southeast corner of the Northeast Building (*Cameron Street side*), which allows access to the Second Floor of the Northeast Building (*Cafeteria Area*).

ELECTRICITY

Electricity is available to all exhibitors. The "***Electric Service Order Form***" must be submitted by ***Friday, November 3, 2023***. Any questions or problems concerning electricity should be directed to the Electric Shop. The Electric Service Order Form will be published on the Farm Show Complex and Expo Center website.

NAMETAGS

Nametags are required to access the Pennsylvania Farm Show Complex & Expo Center prior to the official opening each day. The "***Nametag Request Form***" must be completed and returned by ***Friday, November 3, 2023***. The Nametag Request Form will be published on the Farm Show Complex and Expo Center website.

IT/COMMUNICATIONS/TELEPHONE SERVICES

The Farm Show Complex & Expo Center now offers free wireless internet service throughout the facility. As with any WiFi service, the connectivity level will vary throughout the Complex & Expo Center due to your location and other variables. While we intend to offer this free service at all times, we cannot guarantee that it will always be available.

IF YOU OR YOUR VENDORS REQUIRE INTERNET TO CONDUCT BUSINESS, WE STRONGLY RECOMMEND THAT YOU CONTACT A SERVICE PROVIDER TO INSTALL A WIRED CONNECTION. SEE PROVIDERS BELOW:

Verizon: 800-479-1919

Comcast: Email Key_BusinessSalesSupport@cable.comcast.com to request service.

Provide contact information, dates of when service is needed, Farm Show Complex and then the order. Comcast can provide internet, voice, television service. Email the above address to request service. An active email address is needed for temporary service through Comcast.

The free internet service offered is not secure. You should take precautions to ensure your computers are protected. Some precautionary measures may include:

- When connecting to the Farm Show wireless system, the official network name is "FreeFarmshowWIFI"
- Never leave your computer or device unattended
- Don't loan your computer or device to someone unfamiliar to you
- Properly log out of Web sites by clicking log out instead of just closing your browser, or typing in a new Internet address
- Keep passwords and account numbers secure; don't store them on your computer or device, or share them with anyone
- When transmitting confidential information (i.e., credit card information), look for "https//..." in the web page address and a locked padlock (or key) icon on your Internet browser as indicators that you are accessing a secure site
- Use a virtual private network (VPN) solution if available and supported by the network
- Use a personal firewall if available and supported by the network
- Avoid using Web-based e-mail or instant messaging that uses clear (unencrypted) text to send information you deem confidential
- Remove or disable your wireless card if you are working offline on your computer and you are not planning to connect to the wireless network

Wireless access is provided on an "as is" and "as available" basis and the Farm Show Complex & Expo Center does not warrant that this service will be uninterrupted, error-free, or free of viruses or other harmful components. Users should be aware that there are security, privacy, and confidentiality risks inherent in wireless communications and technology, and the Farm Show Complex & Expo Center does not make any assurances or warranties relating to such risks. By using wireless Internet access, a user agrees that the Farm Show Complex & Expo Center is not liable for any costs or damages arising from use of this service and the Farm Show Complex & Expo Center does not control any materials, information, products, or services on the Internet.

REGISTER EQUIPMENT

If required by federal, state or local law or ordinance, LESSEE shall, or shall require its assignees, sublessees or permittees to keep a record of the make, model, serial number, and color of any merchandise or property on display during the event. This information shall be made immediately available to any police agency upon request in case of loss or theft of said property.

FORKLIFTS

Forklifts are available to the exhibitors to help load and unload their exhibits. However, the exhibitors are not allowed to operate forklifts themselves. The exhibitors must locate a Farm Show Forklift Operator to run the equipment.

TEAR DOWN

HOURS

SATURDAY, JANUARY 13, 2024 - MONDAY, JANUARY 15, 2024

*Saturday, January 13, 2023** 5 p.m. – Midnight
*Sunday, January 14 – Monday, January 15, 2024*** 7:30 a.m. – 4 p.m.

*North and Northwest Halls - Exhibitors must remove all exhibits and equipment by midnight Saturday, January 13, 2024.

TRASH

All trash must be stacked or placed in receptacles for removal by Pennsylvania Farm Show Complex & Expo Center personnel.

SECURITY

Additional security will be on hand on Saturday, January 13, 2024, during the initial teardown period. However, the Pennsylvania Farm Show Complex & Expo Center encourages each exhibitor to take steps to prevent the loss or theft of all merchandise or property during the teardown period.

ALL EXHIBITORS MUST REMAIN IN PLACE UNTIL 5 P.M. ON SATURDAY, JANUARY 13.

GENERAL SHOW INFO

LOCATION OF THE PENNSYLVANIA FARM SHOW COMPLEX & EXPO CENTER

Pennsylvania Department of Agriculture
Pennsylvania Farm Show Complex & Expo Center
2300 North Cameron Street
Harrisburg PA 17110-9443

The Complex is on the corner of Cameron and Maclay Streets in Harrisburg, PA just off Exit 67A of Interstate 81.

PENNSYLVANIA FARM SHOW COMPLEX & EXPO CENTER ADMINISTRATIVE OFFICE

The Pennsylvania Farm Show Complex & Expo Center Administrative Office is open from 8 a.m. to 4 p.m. and is located on the second floor above the Cameron Lobby.

Phone (717) 787-5373
Fax (717) 783-8710
www.farmshow.pa.gov
Email dtrump@pa.gov

PRESS OFFICE

The Press Office is located in the middle skybox above the Small Arena.

EMERGENCY MEDICAL SERVICES

A first aid office, staffed by qualified health professionals, is located in the Small Arena Office in the Southwest end of the Farm Show Crossroads, near the Pennsylvania Farm Show Complex & Expo Center Security Office. A first aid annex is located in the Cameron Street Lobby and at the southend of the Giant® Expo Hall. Wheelchairs are limited in number and available on a first-come, first-serve basis.

SECURITY

Pennsylvania Farm Show Complex & Expo Center Security and the Pennsylvania State Police provide security during the Farm Show. The Pennsylvania Farm Show Complex & Expo Center Security Office is located in the Farm Show Crossroads in the center of the Complex, in the corridor connecting the Main Building and the North Building. The Pennsylvania Farm Show Complex & Expo Center Security Desk is located in the Cameron Lobby. The Pennsylvania State Police Command Post is located in the Cameron Lobby.

LOST AND FOUND

Lost and found items are kept in the Pennsylvania Farm Show Complex & Expo Center Security Office.

ADMISSION

Admission to events at the annual Farm Show is free with the exception of the PRCA First Frontier ProRodeo Circuit Finals, PA State Showmen's Carousel and Tractor Ride and possible new attractions. There is a \$15 parking fee for all vehicles.

RESTROOMS

Restrooms are located throughout the Pennsylvania Farm Show Complex & Expo Center.

FOOD

The PA Food Court is located in the Giant® Expo Hall and in the Main Exhibition Hall.

The Complex's exclusive Food Service Provider provides food and beverage services throughout the Complex.

HANDICAPPED PARKING

On-site, handicapped parking areas are located in the North Parking Lot (*along the Giant® Expo Hall*) and adjacent to the Cameron Street circle parking lot. Off-site, handicapped parking areas are located in the Elmerton Avenue parking lot and at the Harrisburg Area Community College. Free shuttle buses are provided from all off-site lots, with handicap accessibility.

Both off-site parking lots at Elmerton Avenue and the Harrisburg Area Community College have designated handicap parking with access areas for handicap shuttle service.

PUBLIC PARKING

Public parking is available on the on-site parking lot, off-site Elmerton Avenue parking lot, and Harrisburg Area Community College (HACC) Campus. Charge for parking is \$15 per vehicle on all lots. Free shuttle service is available to and from the Pennsylvania Farm Show Complex & Expo Center from the Elmerton Avenue parking lot and Harrisburg Area Community College (HACC) Campus.

JUNIOR LIVESTOCK SALE

TUESDAY, JANUARY 9, 2024
9:30 a.m.

The Junior Livestock Sale will be held in the Small Arena. The Sale showcases and rewards the efforts of 4-H and FFA members involved in the junior market livestock programs. **You and your company can enjoy the status and recognition as a Junior Livestock "Buyer" for a relatively small investment.** You may or may not take possession of an animal to participate. For further information, please call the Events Director, Morgan Firestine, at (717) 724-6940.

ATTENTION EXHIBITORS!

DON'T MISS THIS OPPORTUNITY TO PROMOTE YOUR BUSINESS AND YOUR EXHIBIT IN THE...

2024 PENNSYLVANIA STATE FARM SHOW PREMIUM & FAMILY LIVING BOOKS LOCATED ON THE FARM SHOW WEB-SITE

The Premium and Family Living Books are now being published and contain entry information, show rules and a listing of all premiums for all competitive classifications at the 2024 Farm Show. Last year, there were an estimated 18,000 page views by the public via the Farm Show website at www.farmshow.pa.gov.

YES, I WANT TO GROW MY BUSINESS....

___ Please contact me about the **Premium and Family Living Books**.
Advertising Space Reservation Deadline – Please call immediately.

Name: _____ Company: _____

Phone Number: _____ Fax Number: _____

Fax to: Deb Trump at (717) 783-8710
Mail to: Deb Trump
PA Farm Show Complex & Expo Center
2300 North Cameron Street
Harrisburg, PA 17110
(717) 724-6942
dtrump@pa.gov

CREDIT CARD INFORMATION FORM 2024 PENNSYLVANIA FARM SHOW

CONTRACT NAME _____

CONTACT PERSON _____

ADDRESS _____

PHONE _____ FAX _____

BOOTH SPACE: BUILDING _____ LOT # _____

Please use this Credit Card for payment for the following services:

_____ AMEX _____ MASTERCARD _____ VISA _____ DISCOVER

_____ Space (4202053) \$ _____

_____ Electric (4201083) \$ _____

_____ Parking (4201049) \$ _____

_____ Food Ct. Rent (4201012) \$ _____

Account # _____ Exp. Date: _____

CV# (Back of Card) _____

Authorization Signature: _____

Cardholder Billing Address:

City: _____

State: _____ Zip: _____

Please email receipt to: _____

For additional information regarding this payment method, please contact Doug Cleckner, Meetings Manager/Staff Accountant, at 717-787-5374 or by email at dcleckner@pa.gov

EXCLUSIVE RIGHTS

Summaries of contractual terms are provided for your convenience. Please consult the Space Rental Agreement which remains the controlling terms.

PENNSYLVANIA FARM SHOW TRADEMARK

The **PENNSYLVANIA FARM SHOW** logo and name has been certified and registered as a trademark for the Farm Show and the Pennsylvania Farm Show Complex and Expo Center by the Commonwealth of Pennsylvania, Department of State.

The PENNSYLVANIA FARM SHOW logo and/or name is available for your use. You will be given the opportunity to utilize this logo and/or name to enhance your products sold at the Farm Show in exchange for a sponsorship fee to benefit the Friends of the Pennsylvania Farm Show Foundation. Applying the PENNSYLVANIA FARM SHOW logo and/or name to your products offers a unique item for purchase by the more than 400,000 guests who attend the event. For more information on obtaining rights to utilize the PENNSYLVANIA FARM SHOW logo and/or name and further your product sales, contact Gerry Reichard at 717-729-7158.

According to the trademark laws of the Commonwealth, it is unlawful for any person, persons, or businesses to use this name in any manner whatsoever to promote, advertise or solicit business activity without granted permission.

The Friends of the Pennsylvania Farm Show Foundation, Inc. exists in order to stimulate, facilitate and support educational programs, events and incentives relating to the annual Pennsylvania Farm Show.

EXCLUSIVE SOFT DRINK PROVIDER

The Pennsylvania Farm Show Complex & Expo Center has an “**Official Soft Drink Company**” for the provision of soft drink vending machines and services at the Farm Show Complex.

Any activity covered by a Farm Show contract cannot be sponsored by a soft drink product company, except the official soft drink sponsor of the Pennsylvania Farm Show Complex, nor will any soft drink products except those of the official soft drink sponsor be made available or sold in relation to any activity covered under that contract.

EXCLUSIVE FOOD SERVICE PROVIDER

C & J Catering is the exclusive food and beverage service provider of the Pennsylvania Farm Show Complex & Expo Center. Therefore, no other person, persons or business can sell any food or beverage products at the Complex without prior written consent of the Farm Show Executive Director.



SALE AND/OR GIVEAWAY POLICY

SUBJECT: The Sale and/or Giveaway of Promotional Material

BY DIRECTION OF: The State Farm Products Show Commission

DATE ESTABLISHED: March 9, 1990

DATE REVISED: March 13, 2013

1. SCOPE

Applies to all requests by commercial exhibitors to sell and /or giveaway promotional items at the Pennsylvania Farm Show.

2. PURPOSE

The purpose of this policy is to establish a fair, uniform and orderly procedure for addressing all requests to sell and/or giveaway promotional items at the Pennsylvania Farm Show.

3. DEFINITIONS

- A. Commercial Exhibitor shall mean any party, which enters into a "Space Rental Agreement" with the Commonwealth to display or offer for sale at the Pennsylvania Farm Show a product or service.
- B. Commission shall mean the State Farm Products Show Commission, charged with the responsibility of managing the Pennsylvania Farm Show Complex & Expo Center.
- C. Executive Director shall mean an individual granted the authority to act on the Commission's behalf and to implement the rules and regulations adopted by the Commission.
- D. Pennsylvania Farm Show Complex & Expo Center shall mean all buildings and grounds managed by the Commission.
- E. Novelty Item shall mean any item offered for sale or giveaway at the Pennsylvania Farm Show which is determined by the Commission to be in direct competition with the Commonwealth's contracted novelty vendor and/or any item offered for sale or distribution by commercial exhibitors which in the Commission's opinion does not serve to promote the interests and objectives of the Pennsylvania Farm Show.
- F. Promotional Item shall mean any item offered for sale or giveaway which in the Commission's opinion is not in direct competition with the Commonwealth's contracted

novelty vendor, and any item, which in the commission's opinion is offered for the primary purpose of promoting an agricultural product and/or service.

- G. Space Rental Agreement shall mean the legal and binding document entered into between the Commonwealth and the Commercial Exhibitor.

4. POLICY

- A. In order to maintain the integrity of the Pennsylvania Farm Show, commercial exhibitor space at the Show shall be used for the sole purpose of promoting Pennsylvania agriculture, agricultural products and agribusiness. As such, the use of space leased by commercial exhibitors is limited to that described in Section A, Paragraph 3, of the Space Rental Agreement.

However, in recognition of those commercial exhibitors who desire to giveaway or sell items for the primary purpose of promoting their product or service, it is the policy of the Commission to allow such distribution, on a limited basis, as provided below:

1. All requests to distribute promotional items shall be submitted, in writing, to the Executive Director prior to the execution of the "Space Rental Agreement". The request shall include a detailed list of the promotional items proposed for distribution, including the recommended sale prices.
2. The sale, offering for sale or giveaway of the following items is specifically prohibited:
 - f. Any item which is prohibited by law.
 - g. Any item which is determined by the Commission to be a novelty item.
 - h. Lighter than air inflated balloons.
 - i. Any item with an adhesive backed label.
 - j. Canes, yardsticks, cattle prods or any other similar item.
3. All requests to distribute promotional items shall be approved, in writing, by the Executive Director.

5. PENALTY

Should the commercial exhibitors fail to observe the terms of this policy, the exhibitor may, at the discretion of the Commission, be removed from the Pennsylvania Farm Show Complex & Expo Center and be prohibited from further exhibition therein, with forfeiture of rental required by the Space Rental Agreement.

6. PROCEDURES

- A. A copy of this policy shall be mailed each year to each commercial exhibitor, along with the mailing of the Space Rental Agreement.
- B. Questions regarding the implementation of this policy shall be referred to the Executive Director.
- C. This policy shall take effect immediately.



SUBJECT: Smoking Policy
Pennsylvania Farm Show Complex & Expo Center

BY DIRECTION OF: Administrative Circular 97-14

EFFECTIVE DATE: April 23, 1997

REVISED: May 11, 2010

Due to the prohibition and restriction of smoking in state buildings policy (Administrative Circular 97-14, April 18, 1997), the Bureau of Farm Show has designated the Pennsylvania Farm Show Complex & Expo Center a Smoke-Free Building. Therefore, there will be **NO SMOKING INSIDE ANY OF THE PENNSYLVANIA FARM SHOW COMPLEX & EXPO CENTER BUILDINGS. SECURITY AND LAW ENFORCEMENT WILL ENFORCE THIS POLICY. OFFENDERS MAY BE ASKED TO LEAVE THE COMPLEX.**

HMS/dat



PARCEL DELIVERY POLICY

SUBJECT: Pennsylvania Farm Show Complex & Expo Center
Parcel Delivery Procedure

FROM: Executive Director
Bureau of Farm Show

DATE ESTABLISHED: October 15, 1998

DATE REVISED: May 11, 2010

1. All shipments will be delivered to the Security Desk located in the Cameron Street Lobby.
2. Delivery personnel will deliver the packages to the Security Desk, where the Security personnel will sign for the package.
3. Upon receipt of the package, Security personnel will log the delivery on the PARCEL DELIVERY LOG and fill out a PARCEL DELIVERY CARD indicating the date and time the package was delivered and will sign the card.
4. Pennsylvania Farm Show & Expo Center personnel will then notify the exhibitor or the Events Management Office that a shipment has been received at the Security Desk by delivering the PARCEL DELIVERY CARD to the exhibitor's booth or the Events Management Office.
5. Exhibitors or Events Management Office (Events Manager) must then report to the Security Desk with the PARCEL DELIVERY CARD to pick up their delivery.
6. They must present the PARCEL DELIVERY CARD to the Security personnel and then sign and date the card to show they received the package.

Any questions should be directed to Cameron Lobby Security Desk, Security Office, at 717-231-6565.

CARD #

**PARCEL DELIVERY
CARD 2024 FARM SHOW**

This card is notification that a shipment has been received at the Pennsylvania Farm Show Complex & Expo Center on your behalf. To retrieve the shipment, please come to the Security Desk located in the Cameron Street Lobby. You must present this card to Security personnel at the Security Desk to receive your shipment.

DELIVERY RECEIVED FOR

COMPANY OR EVENTS MANAGEMENT OFFICE (EVENTS MANAGER) _____

_____ **NUMBER OF PACKAGES** _____

BOOTH LOCATION

BUILDING _____ **LOT** _____

DELIVERED TO SECURITY DESK

DATE _____ **TIME** _____

SIGNATURE _____
SIGN HERE **PRINT NAME**

PICKED UP BY COMPANY REPRESENTATIVE

DATE _____ **TIME** _____

SIGNATURE _____
SIGN HERE **PRINT NAME**

Any questions please contact Cameron Lobby Security Desk, Farm Show Security Office at 717-231-6565.

LOCAL SERVICES

AIRLINES

Air Canada
800-247-2262

Allegiant
702-505-8888

American
800-433-7300

Delta
800-221-1212

Harrisburg International Airport
888-442-5387

United
800-241-6522

US Air
800-428-4322

CAR RENTALS

Avis Rent A Car
800-831-2847

Budget Rent A Car
717-944-4019

Enterprise Rent A Car
800-325-8007

Hertz Rent A Car
800-654-3131

National Car Rental
800-227-7368

HOSPITALS

Pinnacle Health Community Campus
717-652-3000

Pinnacle Health Harrisburg Campus
717-782-3131

Holy Spirit Hospital
717-763-2100

Penn State Milton S. Hershey Medical Center
717-531-8521

REGIONAL CAMPGROUNDS

Hershey Highmeadow Campground
800-HERSHEY or 717-534-8999

Harrisburg East Campground & Storage
717-939-4331

Flying J Travel Plaza
717-243-6659

TAXICABS

AAA Yellow Cab
717-238-8100

Alpine Taxi Cab Company
717-238-2020

American Taxi
717-901-8294

Capital City Cab Service
717-939-6363

Harrisburg City Cabs Inc
717-234-8500

Keystone Cab Service Inc
717-234-4400

New Yellow Cab
717-238-7252

TEMPORARY EMPLOYMENT

AGENCIES

JFC Staffing Companies
717-657-4923

Kelly Services
717-737-6738

Labor Ready
717-238-5477

Manpower
717-540-6000

DIRECTIONS TO THE FARM SHOW COMPLEX

TRAVELING WEST ON THE PENNSYLVANIA TURNPIKE: Take Exit 247. Travel north on PA-283, which merges with I-83. Follow I-83 North and merge with I-81 South. Take Exit 67A for Cameron Street off I-81. Follow signs to Spectator or Exhibitor Parking.

TRAVELING EAST ON THE PENNSYLVANIA TURNPIKE: Take Exit 236. Travel north on Route 15 to 581 West. Travel west on 581 and merge onto I-81 North. Follow I-81 North across the Susquehanna River, and then take Exit 67A for Cameron Street off I-81. Follow signs to Spectator or Exhibitor Parking.

FROM THE HARRISBURG INTERNATIONAL AIRPORT: Head north on 441 to 283 North. Travel north on PA-283, which merges with I-83. Follow I-83 North and merge with I-81 South. Take Exit 67A for Cameron Street off I-81. Follow signs to Spectator or Exhibitor Parking.

FROM THE WEST SHORE/CARLISLE: Take I-81 North to Exit 67A for Cameron Street. Follow signs to Spectator or Exhibitor Parking.

FROM DOWNTOWN HARRISBURG: Take Second Street north to the 2100 block and turn right onto Maclay Street. Follow Maclay Street east across the railroad bridge to the traffic light at the Farm Show Building. Turn left onto Cameron Street and travel north. Follow signs to Spectator or Exhibitor Parking.

FROM THE NORTH: Take 11/15 South following the Susquehanna River to I-81. Follow I-81 North across the river and take Exit 67A for Cameron Street. Follow signs to Spectator or Exhibitor Parking.

FROM THE UPPER DAUPHIN AREA: Take Route 147 South or Route 225 South to Route 322 (River Relief Route). Route 322 becomes Cameron Street after crossing over I-81. Follow signs to Spectator or Exhibitor Parking.

FROM HERSHEY: Take Route 322 West to I-83 North and merge with I-81 South. Take Exit 67A for Cameron Street. Follow signs to Spectator or Exhibitor Parking.

FROM LANCASTER: Take 283 North towards Harrisburg to I-83 North and merge with I-81 South. Take Exit 67A for Cameron Street. Follow signs to Spectator or Exhibitor Parking.

FROM YORK: Take I-83 North across the Susquehanna River. Follow I-83 North and merge with I-81 South. Take Exit 67A for Cameron Street. Follow signs to Spectator or Exhibitor Parking.

FROM LEBANON: Take I-81 South towards Harrisburg. Take Exit 67A for Cameron Street. Follow signs to Spectator or Exhibitor Parking.

FROM PROGRESS AVENUE EXT. OFF 81N: Take Exit 69. Merge right with Progress Avenue traffic. Turn right onto Elmerston Avenue at traffic light. Follow signs to Spectator or Exhibitor Parking.

FROM PROGRESS AVENUE EXT. OFF 81S: Take Exit 69. Turn right at traffic light onto Progress Avenue. At second traffic light turn right onto Elmerston Avenue. Follow signs to Spectator or Exhibitor Parking.