

PROSPECTIVE EXHIBITOR FORM

PA Preferred™ Marketplace & Fresh Market

Pennsylvania Farm Show Complex Harrisburg, PA
January 7 – 14, 2017

Company name _____ PA Preferred member? yes / no
Contact person for pre-event planning purposes _____
Address _____
City / State / Zip _____
Phone _____ Sales Tax ID # _____

CONTACT PERSON (for day of show) _____
TITLE _____
CELL PHONE _____

Website address _____
Facebook URL _____
Other social media outlets _____

BOOTH REQUESTS

Do you plan to sell items at your booth? Check one:

_____ Display/Sample Only ___ Samples and Sales
\$70.00 per day per booth (\$47.00 on 1/14) \$80.00 per day per booth (\$54.00 on 1/14)

	Saturday 1/7	Sunday 1/8	Monday 1/9	Tuesday 1/10	Wednesday 1/11	Thursday 1/12	Friday 1/13	Saturday 1/14
Show times: Booths must be staffed and open	9:00AM- 9:00PM	9:00AM- 9:00PM	9:00AM- 9:00PM	9:00AM- 9:00PM	9:00AM- 9:00PM	9:00AM- 9:00PM	9:00AM- 9:00PM	9:00AM- 5:00PM
Set- up times	7:00AM- 9:00AM	7:00AM- 9:00AM	7:00AM- 9:00AM	7:00AM- 9:00AM	7:00AM- 9:00AM	7:00AM- 9:00AM	7:00AM- 9:00AM	7:00AM- 9:00AM
Check your preferred participation dates								

Number of total days you'd like to exhibit _____

Other notes you'd like to include that describe your scheduling interests.

Are you involved with any on-stage demos through the Culinary Connection? yes / no

If so, when are you scheduled to appear on stage? _____

Do you need any further information regarding this demonstration? yes / no

If so, please contact Chef Autumn Patti, Program Director, Culinary Arts and Baking and Pastry Arts Programs, HACC, Central Pennsylvania's Community College, One HACC Drive, H213, Harrisburg, PA. 17110-2999, Phone: 717-780-1956, arpatti@hacc.edu

Booth Descriptions:

PA PREFERRED™ FRESH MARKET BOOTHS

This year we are hosting two vendor booths inside of the Know Your Farmer area. These booths are intended to showcase Pennsylvania grown products such as vegetables, fruit, meats and cheeses. The hope is that we can feature seasonally grown items and while they are somewhat limited in January in our region we hope to show off what farmers are growing in greenhouses. Canned and preserved items are welcome in these spaces as well. We hope that these booths will bring a true farmers market feel to the Know Your Farmer area! Producers, co-ops and retailers that source locally are welcome to apply.

PA PREFERRED™ MARKETPLACE BOOTHS

The Marketplace is a great location to feature PA Preferred products and businesses. Typically, this area houses less fresh food than the Fresh Market and has more processed items such as sauces, pickles, soaps and other locally grown and processed items.

What type of booth do you desire? *(circle one)*

Fresh Market Marketplace Either

Tell us about your business and your prospective booth set up for Farm Show 2017:

BUSINESS SUMMARY: Please describe why your business and products are a good fit for the PA Preferred Marketplace and/or Fresh Market.

YOUR PRODUCTS AND DISPLAY DESIGN: Please provide a list of products that you plan to display, tell us where they come from and how they are made. Attach a separate sheet if you need more space.

Also please attach a few photographs of your products and display plans.

Please sign here to verify that the info you are submitting is true to the best of your knowledge.

(Name) _____ (Date)

Thank you for your interest in the PA Preferred™ Marketplace and Fresh Market. Your Prospective Exhibitor Form will be received on a first come first serve basis and you will be notified of your status by November 23, 2016.

*Direct all questions and inquiries regarding this application to Ashlee O Dugan, PA Preferred Coordinator
(717) 705-9511 or asdugan@pa.gov*

DEADLINE: Submit this form by **November 25th at 4:00PM** to:

PA Preferred 2301 N Cameron Street Harrisburg PA 17110 or by email to asdugan@pa.gov

EXHIBITOR INFORMATION

PA PREFERRED MARKETPLACE & FRESH MARKET DAILY VENDORS 2017

Daily vendor package includes

- 10' x 10' booth,
- 7' x 44' block sign
- Exhibitor badges for the show
- 8' backdrop pipe and drape
- 1 parking pass per vendor
- 8' draped table

LOCATION

Main Hall in the southwest corner, map attached.

FEES

Daily vendors are charged \$80.00 per day for vendors sampling and selling and vendors are charged \$70.00 per day for those only sampling. Make checks payable to PA Preferred and submit with signed contract.

SET-UP / TEAR DOWN

Daily vendors may set up between the hours of 7:00AM – 9:00AM the days they are scheduled to exhibit. Items may be left overnight at vendor's discretion. Tear down should occur immediately after 9:00PM on the last day of your scheduled booth exhibit.

SCHEDULE

Hours of operation:

9:00AM – 9:00PM Saturday January 7 – Friday January 13, 2016

9:00AM – 5:00PM Saturday January 14, 2015

Please note that vendors are required to staff booths for the entire time period for the days in which they are scheduled exhibitors.

ELECTRICITY

Electricity will be available for daily vendors at no additional cost.

Food safety

Daily vendors are expected to adhere to state food safety rules and regulations. A hand washing station will be available for daily vendor use and will be located in a convenient location. Gloves are required.

Sample sizes

Food samples should be limited to single bite size servings.

Drink products (including coffee and tea) should be limited to 2-4 ounce servings.

NO FREE COFFEE is allowed in the PA Preferred Marketplace.

Sales

A. Daily vendors that intend to sell their products shall prepare and package for off-site consumption.

1. All off-site consumption packages shall consist of four (4) or more of the same product.
2. Packages should be presented in a 'normal' retail presentation.
3. All drink items shall be sold at room temperature.

B. No single serving portions are to be sold at the Pennsylvania Farm Show.

PARKING & Loading instructions

Each vendor will receive one (1) parking pass. Passes will arrive via postal mail prior to the event. Each pass will consist of two (2) pieces; one paper slip to be placed on your dashboard and one laminated pass to be hung from your rear view mirror.

Daily vendors should enter the Farm Show Complex from Maclay Street. Once you enter the Maclay Street lot from Maclay Street you should proceed straight ahead to the gate that enters into the back of the Farm Show Complex. A security guard will greet you and ask where you are heading. Please show the security guard your passes and inform them that you are a daily vendor with the PA Preferred Marketplace. Your pass will grant you access to the double doors that lead into the Culinary Connection kitchen. You may pull up and unload there. After you unload your items into your booth you may pull your vehicle into the West Lot which is just next to the Culinary Connection Kitchen loading area. The security guards will be able to give you exact directions.

If you require any special accommodations or handicap access to the building please contact Ashlee O Dugan directly prior to the event so that accommodations can be secured in advance.

On the last day of your vending please return your parking passes to Ashlee directly (both pieces) before leaving the premises.

WIFI

There is free WIFI at the Farm Show Expo Center but it is unsecure and often spotty because of the high volume of users. It is recommended that each vendor bring their own hotspot and operate off of their own mobile devices and internet hotspots for your own POS security and convenience.

INSURANCE

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 (Commonwealth of Pennsylvania / Farm Show Expo Center / 2300 N Cameron Street / Harrisburg, PA 17110) 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 Certificate of Insurance should be sent to the following address prior to January 5, 2015:

**PA Department of Agriculture
Bureau of Markets – PA Preferred
2301 N. Cameron Street
Harrisburg, PA 17110**

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. 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.

Contact information

Ashlee O Dugan, PA Preferred Coordinator, Bureau of Market Development
Office: (717) 705-9511
Cell (for week of event only): (717) 315-4174
Email – asdugan@pa.gov