



Saturday, May 20, 2017



Food, Wine, and Craft Beverages
100 Innovation Boulevard, State College

On May 20, 2017, WPSU Penn State will present "A Taste of Innovation" —a community fundraising event to benefit WPSU-FM. This family-friendly event will be held at Innovation Park on the grounds surrounding the Outreach Building. Based on our history of events, we anticipate a crowd of more than 500 participants.

WPSU's event is a great opportunity to:

- interact with participants who are public radio listeners and members.
- demonstrate your products and services.
- sell food and beverages.
- show your support for public media.

How it Works

- The public can purchase food tasting wristbands in advance and the day of the event. Proceeds from wristband sales benefit WPSU-FM.
- Per Pennsylvania Liquor Control Board regulations, guests may taste wine and craft beverages without purchasing a food wristband. All guests opting to taste wine and beverages must be 21 and have a valid ID to be scanned before entry and, if appropriate, will be issued a different color wristband.
- All food exhibitors are required to offer bite-sized samples to all guests with wristbands. Multiple samples to repeat visitors are at exhibitors' discretion.

Event Schedule

Noon	Event opens to the public. Children's activity tent and story walk.
1:00 p.m.	Music group #1 on stage.
1:30 p.m.	Chef Demonstration #1 under tent.
2:00 p.m.	Music group #2 on stage.
2:30 p.m.	Chef Demonstration #2 in Tech Building lobby.
3:00 p.m.	Music group #3 on stage.
3:30 p.m.	Chef Demonstration #3 under tent.
4:00 p.m.	Event concludes.

Exhibitor Schedule

9:00 a.m.	Grounds and Parking setup.
11:00 a.m.	All exhibitors in place.
Noon	Food exhibitors ready to serve.
1:00 p.m.	Alcoholic beverage exhibits open.
4:00 p.m.	Event concludes.
4:15 p.m.	Exhibitors strike.

Thank you for participating!



PennState

WPSU is an Outreach service of Penn State.



151 Outreach Building University Park PA 16802 • 814-863-6635 • wpsuevents@psu.edu

2017 Exhibitor Contract

NOTE: This 2017 Exhibitor Contract is subject to approval by The Pennsylvania State University ("PSU") which reserves the right to interpret whether or not the proposed exhibit contributes to the purpose of the event.

Exhibitor Name _____

Contact Name _____ Phone _____ Mobile _____

Mailing Address _____

City _____ State _____ Zip Code _____

Email Address: _____

Type of vendor/exhibitor (check all that apply) Food Wine Hard Cider Spirits Product/Merchandise

Is your business a food truck? _____ Will you require space beyond the 3' frontage? _____

If NOT a food truck, how many 10' x 10' spaces will you require? _____

If other, please explain _____

Please list other fairs, events, or exhibitions in which you have participated _____

Additional notes _____

Your signature signifies acceptance of the 2017 Exhibitor Contract, including the 2017 Exhibitor Contract Additional Terms and Conditions on pages 3 through 5.

_____ Date _____

Exhibitor Representative Signature

Scan and email or mail completed contract (pages 2–5) and insurance certificate to:
Tamra Fatemi, Events Coordinator **trf14@psu.edu**
WPSU Penn State
151C Outreach Building
University Park PA 16802

2017 Exhibitor Contract Additional Terms and Conditions

Eligibility for Exhibitors

- Any business, firm, or organization which provides a food, beverage, or product may apply for exhibit space at the WPSU Taste of Innovation.
- PSU reserves the right to determine whether or not a potential exhibitor contributes to the Taste of Innovation event in accordance with the following objectives: Showcase innovation by providing the public interactions with a regional representation of food, beverage, technology, and inventions within the WPSU TV and FM coverage area; cooking demonstrations and education; Innovation Park displays; non-food or beverage vendors which fall within the theme of Innovation.
- Vendors must be in full compliance with applicable state and federal laws.
- Vendors providing alcohol must be in full compliance with all Pennsylvania Liquor Control Board rules and regulations.

Contract for Exhibit Space

- Potential exhibitors must complete this contract and return it with payment By May 1, 2017.
- The food and beverage exhibitor fee is \$40 per 10' x 10' space. Adjacent 10' x 10' spaces can be reserved for \$20. The product exhibitor fee is \$100.
- PSU makes the decision on space assignment for all exhibitors and reserves the right to reject any application for exhibit space.
- Exhibitors that have paid to exhibit but cancel their reserved spaces will not be refunded.
- All exhibitors must provide a Certificate of Insurance showing proof of existing policies which meet PSU's insurance requirements.
- This contract is governed by the laws of the Commonwealth of Pennsylvania. Any and all legal actions arising out of this contract shall take place in the courts serving Centre County, Pennsylvania.

Exhibit Set up and Tear Down

- The exhibit area to the outdoor lot exhibitors will be available for constructing displays and/or setting up exhibits at 9:00 a.m. the morning of the event.
- Digging, excavation or earth moving will not be permitted in the exhibit area.
- All food and product exhibitors must be ready by 12:00 p.m.
- All alcohol exhibitors must be ready by 1:00 p.m.
- All exhibitors must remain open until 4:00 p.m.
- All exhibits must be removed by 6:00 p.m.

2017 Exhibitor Contract Additional Terms and Conditions

PSU Regulations

- PSU has the right to reject, remove, or limit exhibits, products and/or displays that PSU deems to be inappropriate or to not align with the objectives of the event.
- Exhibitors are responsible for keeping their exhibits free of litter.
- PSU will not be responsible for personal injury or property loss or damage from any cause.
- Exhibitors are required to maintain adequate safety standards. PSU reserves the right to curtail any activity deemed hazardous to the public. Controlled substances other than alcohol are strictly prohibited.

Parking

Grounds and parking will open to exhibitors at 9:00 a.m. For the safety of our guests and exhibitors, all vehicles not essential to the exhibit must be moved to the reserved exhibitor parking area at the rear of 100 or 200 lots by 11:30 a.m. and will be roped off to moving vehicle traffic for the duration of the event. Tear down of exhibits and moving of vehicles cannot begin until 4:15 p.m.

Food trucks must park on the paved lots of 100 and 200 Innovation Boulevard. All other exhibits will be placed on the grass area between lots 100 and 200. Parking attendants will assist with unloading your exhibits and supplies onto carts next to the grass area to help maintain the grounds for guests.

PSU is committed to affirmative action, equal opportunity, and the diversity of its workplace.

Inclement Weather

May 21 is reserved for an inclement weather delay date, at the the discretion of Penn State. An additional inclement weather date will not be scheduled. Exhibitor fees and event wristbands purchases are nonrefundable.

INDEMNIFICATION: Exhibitor hereby agrees to release, indemnify, defend and hold harmless PSU, its trustees, officers, agents and employees, from and against any and all liability, claims, charges, expenses (including counsel fees) and costs on account of or by reason of any injuries, liability, claims, suits, or losses however occurring or damages growing out of the same, arising out of Exhibitor's use of University premises. Exhibitor further agrees to release, indemnify, defend, and hold harmless PSU for any and all liability resulting from any product or service provided for sale or distribution by Exhibitor, including, but not limited to, loss of profits, suitability for specific purposes, loss of income, consequential damages, punitive damages, loss of use, bodily injury including death, property damage, and personal injury.

INSURANCE: Exhibitor shall provide a Certificate of Insurance evidencing the following coverage:

- (1) Commercial General Liability Insurance, including Contractual Liability and Products/ Completed Operations, of not less than \$1,000,000 per occurrence and written on an occurrence basis. PSU must be an Additional Insured in such policy.
- (2) Automobile Liability Insurance (unless driving a personal vehicle) for any owned, leased, hired, non-owned vehicles with limits not less than \$500,000.
- (3) Statutory Workers' Compensation in accordance with governing law within the U.S. (or qualify as a self-insurer), and \$500,000 U.S. per accident of Employers' Liability insurance. If Exhibitor is exempt then Exhibitor must complete and sign the Risk Management Request Form for Waiver of Workers' Compensation Insurance Requirement available at the following link: <http://www.controller.psu.edu/Divisions/RiskManagement/docs/wcwaiver.pdf>.
- (4) If Exhibitor will be serving and/or selling alcohol then liquor liability insurance of not less than \$1,000,000 per occurrence.

The certificate holder shall be: The Pennsylvania State University, 27 West Beaver Avenue Suite 103 Rider Building State College, PA 16801

PSU reserves the right to require additional insurances or higher limits of coverage depending on the nature of the product or service to be sold. Exhibitor hereby acknowledges that it will not be allowed to set up if insurance requirements have not been met and Exhibitor hereby totally and unequivocally releases, indemnifies and holds harmless PSU for any losses suffered by Exhibitor due to its failure to abide by the conditions of this section.

SALES TAX: The Exhibitor will pay all sales taxes and maintain all required documentation and records as required by any governmental entity.

List and describe the item(s) that will be sold: _____

