

PENN STATE'S AG PROGRESS DAYS SALES/ORDER CONTRACT

Company Information (PLEASE PRINT OR TYPE)

Company Name _____ PA Sales. Tax ID # (8 digit) _____

Contact Person on Site _____ Exhib. Location _____

Address _____

Phone Number: _____ Fax Number: _____

Please list the types of items you wish to display at your exhibit booth or lot

Please list the types of items you wish to sell at your exhibit booth or lot

This form must be returned to the Ag Progress Days Office, 318C Tyson Bldg., University Park, PA 16802 to be signed by the Show Manager at least 2 weeks prior to the opening of the show. PA Sales Tax License must be prominently displayed by the vendor by Tuesday at 9:00 a.m. on the first day of the show. By signing below, the exhibitor requests permission to exhibit and/or sell the items listed and the exhibitor understands and agrees to comply with the rules and regulations on the reverse side of this form. The exhibitor further understands and agrees that any misrepresentation on this form or failure to comply with the rules and regulations will subject exhibitor to removal from the show premises. **Please note: A Pennsylvania Sales Tax ID# is required in order for you to sell products or take orders at the show.**

EXHIBITOR SIGNATURE

DATE

FOR OFFICE USE ONLY

AG PROGRESS DAYS SHOW MANAGER'S APPROVAL SIGNATURE

DATE



College of Agricultural Sciences • Cooperative Extension

Rules and Regulations

1. An “Ag Progress Days Cash Sales Contract” complete with the Pennsylvania Sales Tax Identification Number (8 digit #) must be completed by all exhibitors conducting sales (to include credit card, money orders, cash, checks, and placing orders) and it must be signed by the show manager two weeks prior to the start of the show. The types, categories or inventory of items to be sold must be included on the contract.
2. Prior to the start of the show, you must have a valid PA Sales Tax License. A copy must be prominently displayed in your booth by 9:00 a.m. the Tuesday of the show. Failure to have a signed sales form on file, PA sales license displayed, or breaking sales rules could result in expulsion from the show and denial of future exhibiting.
3. Show management reserves the right to limit the number of a certain type of vendor and will **not** allow vendors to sell **only** clothing, jewelry or craft items. Items will not be permitted to be sold with deceptive labels such as “Miracle,” “Wonder,” or “Amazing.” Show management at its sole discretion reserves the right to remove an item for sale or stop sales completely by an exhibitor.
4. All items sold must be Ag related or for the betterment of the agricultural community. Items sold must be of good quality, reasonably priced, and conducive to the tone and atmosphere of the show.
5. At least one of every item brought to the show must remain on the exhibitor’s site until the close of the show on Thursday.
6. All items sold during show hours must be hand carried. No large items that are sold will be loaded or removed with a vehicle or mechanical transportation until after that show day’s closing.
7. All vendors with sales must be courteous to surrounding vendors as far as noise, selling methods, and policing of trash generated from their lot. Any complaints received by management will be dealt with individually with the manager’s decision being final.

For Information on the PA Sales Tax License Application, you may contact the PA Dept. of Revenue District Office, Cricket Field Plaza, 615 Howard Ave., Suite 204, Altoona, PA 16601-4867 or call 814-946-7310. Application Form (PA 100) is available to submit online at www.PA100.state.pa.us or visit the website www.open-4business.state.pa.us for downloadable forms.