



EXHIBITOR PACKET
7th Annual
Pennsylvania Organic FarmFest
July 28, 2018

Centre County Grange Park
169 Homan Lane
Centre Hall, PA 16828
Farmfest.paorganic.org

RAIN OR SHINE!

Quick Info for Arrival Day

Contact info:

Jim Pierce, Site Manager: (814) 422-3001

Betty Harper, Assistant FarmFest Manager: (814) 574-4496

Set up times:

Friday, July 27: noon - 7 pm (Buildings will be locked at 8 pm)

Saturday, July 28: 7 am - 8:30 am (Event opens at 9:00 am)

Tear Down:

Saturday 6 -10 pm. We have scheduled a full day with events and entertainment right up until 6 pm so we require that you do not tear down early as this causes disruption. (Buildings will be locked at 10 pm)

Directions:

- Enter Gate 1 (West Potter Street) or Gate 4 (Homan Lane / Rt 45). Note that Gate 1 will only be open on Saturday. Gate 4 will be open Friday and Saturday.
- GPS for address above will likely take you to Gate 4 and then to the Maintenance Office. Don't go to the Maintenance Office!
- There will be people or signs directing you to the FarmFest area of the Grange Park. You can also refer to the maps included on pages 9 and 10.

Event times:

- FarmFest is open to the public on Saturday, July 28, 2018; 9am-6pm
- Buildings will be closed and locked at 8pm on Friday; They will be unlocked at 7am on Saturday.
- Please refer to page 3 for the times for specific event and activity areas. A detailed master schedule will be posted on the [FarmFest website](https://farmfest.paorganic.org/) at <https://farmfest.paorganic.org/> and will be available onsite.
- Depending on merchandise and/or menu, food vendors and other outdoor exhibitors may elect to open earlier or remain open later than the posted times.

FarmFest Contacts

PCO Office: Phone: (814) 422-0251, Fax: 814-422-0255, Email: farmfest@paorganic.org

Site Manager: Jim Pierce, (814) 422-3001, jim@paorganic.org

Assistant Manager: Betty Harper, (814) 574-4496, bharper@paorganic.org

Billing: Shawnee Matis, (814) 422-0251 ext. 218, shawnee@paorganic.org

General FarmFest: Leslie Zuck, (814) 404-6567, farmfest@paorganic.org

Media Inquiries:

April Kocis, 484-866-2337, april@paorganic.org

Leslie Zuck, 814-404-6567, leslie@paorganic.org

EMERGENCY NUMBERS:

MEDICAL, POLICE OR FIRE: 911

ANIMAL EMERGENCY:

- Metzger Animal Hospital (24 hours - companion animals, closest to park): 814-237-5333
- CP Vets (24 hours - companion animals, in State College): 814-237-4670
- Equine Vet: 814-364-1921
- Other livestock: 814-364-9655

PCO address for mailing materials prior to the event:

PCO
106 School St., Suite 201
Spring Mills, PA 16875

Shipping address:

Please alert the site manager if you expect packages. They will be delivered to the Maintenance Office.

FarmFest
Grange Park
169 Homan Lane
Centre Hall, PA 16828.

Pre-Event Reminders

The following documents must be submitted prior to arrival:

- FarmFest Application
- Payment
- Proof of Liability Insurance (*Minimum \$1 million General Liability Limit, Per Occurrence and name PCO as additional insured*)
- If applicable:
 - Pennsylvania Sales Tax License number
 - Proof of non-profit status

Email submissions to farmfest@paorganic.org, Fax: 814-422-0255, or mail to PCO.

When packing for FarmFest, some things to remember:

- Refillable water bottle and coffee/tea mug
- Electric fan (for indoor vendors)
- Extension cords if using electricity
- Sunscreen, sun hat
- Camping chairs
- Trash bags (if you generate trash, take it with you)
- Maps and schedules
- Bike
- Smiles!

Event Day: Important Dates and Times

Event		Start	End
Friday, July 27	Move in	12:00 noon	7:00pm
Saturday, July 28	Move in	7:00am	8:30am
Saturday, July 28	Event hours*	9:00am	6:00pm
Saturday, July 28	Move out	6:00pm	10:00pm

**Exhibitors must be stationed at booths 15 minutes prior to event opening.*

Furnishings and Services

(Additional space, tables and benches are available for a fee. Email farmfest@paorganic.org for more information or you can make the request of the site manager during the event.)

Indoor Spaces (Exhibit Hall, Browsing Barn, Grassroots Hall, PCO Pavilion) include:

- 10'x10' area
- One table (6' or 8') and one bench
- Electricity if requested

Outdoor Spaces (Food Court, Homemade and Homegrown Market, Outdoor Commercial vendors and Family Arena) include:

- 10'x10' area
- Electricity (Included for all food vendors, others must specifically request it.)
- One table (6' or 8') and one bench
- Vehicles may be parked next to your space, outside of the 10x10 area

Hospitality Room in Grange Fair Administration Building (Available to all sponsors, vendors, exhibitors and volunteers) includes:

- Complimentary organic snacks and drinks
- Air conditioning
- Restrooms
- WiFi: There will be wifi in Buildings 11, 12, and 13 and in the Hospitality Room.

Parking for Sponsors/Vendors

- Two parking area are reserved for our sponsors and vendors:
 - Saturday only - Gate #1 (All vendors except Family Arena): next to the Hospitality Room to the left of Gate 1 off of Potter St, behind the exhibit halls.
 - Friday and Saturday - Gate #4 (Family Arena): Area between livestock arena and Dairy Barn
- Handicap accessible parking will be beside the Grassroots Pavilion, Building 14, and is most easily accessible through Gate 1 (Gate 1 will not be open on Friday).
- If you arrive on Friday you may be able to drive right up to your space to unload, then move your car to the parking area.
- Vehicles may remain next to your outdoor exhibit space if you are in the Food Court, Homemade and Homegrown Market or Family Arena.

Move-in/ Registration

Enter through Gate #1 (Saturday only) or #4 (Friday or Saturday) and make your way to the Exhibit Hall, Vendor Area or Information Booth.

We will be at the Information Booth to check you in from noon-7pm on Friday and 7am-8:30am Friday morning.

All areas are accessible through both gates. Best gates for your area:

Gate 1 (West Potter Street) - open Saturday only:

Food Court
Exhibit Hall, Building 11
Browsing Barn, Building 12
Grassroots Hall, Building 13
Main Stage
PCO Pavilion, Building 25
General camping
Outdoor commercial vendors

Gate 4 (Homan Lane / Rt 45) - open Friday and Saturday:

Family Arena and Stage
Farm animals

Blacksmith
Horses
Homemade and Homegrown Market
Venture Crew campsite

Event Security

FarmFest personnel will be onsite from noon Friday through 10 pm Saturday. Exhibit Halls will be locked from 8pm on Friday until 7am on Saturday and after 10pm on Saturday. We encourage you to secure valuable and fragile items, as PCO is not responsible for stolen or damaged items.

Moving Out

Please be considerate of other exhibitors and FarmFest visitors by remaining open and at your space until 6pm on Saturday. Exceptions can be made by the site manager in advance for special circumstances and inclement weather. All exhibit items must be packed up, secured or removed by 10pm Saturday unless you have made special arrangements with the site manager or if you are camping overnight onsite. FarmFest volunteers may be available to assist you.

FarmFest Vendor Policies

FarmFest is an Eco-Friendly Event! Please review our [vendor and exhibitor policies](#) on our website. Inquire with further questions.

Suggestions on where to purchase eco-friendly products:

- www.greenlinepaper.com
- greenpaperproducts.com
- www.vegware.us

Payments:

- All vendor fees must be paid prior to arrival.
- 10% of gross sales will be collected from food vendors at the end of the day on Saturday.

Zero Waste:

- If you generate trash, take it with you.
- Zero-waste stations are provided throughout the park.

Water: Water will be provided at various stations throughout the Grange Park. Bring your refillable water bottle.

Propane tanks and other flammable items must not be stored in buildings or tents.

The following items are not permitted to be sold to or given to patrons (all items sold must be pre-approved):

- Alcoholic beverages
- Bottled water
- Fireworks
- Food items containing high-fructose corn syrup or synthetic preservatives
- Items that generate waste, such as walking tacos, chips or candy in non-recyclable bags or wrappers
- Meat items containing added nitrates
- Polystyrene
- Pizza boxes
- Plastic bags
- Waxed paper
- Weapons
- Other items as determined by PCO.

All packaging and serving materials must be reusable, compostable or recyclable. Absolutely no polystyrene (styrofoam) or items in bags that do not meet this requirement. Any trash you generate at your exhibit must be removed by you.

The following items are not allowed on event grounds:

- Alcohol sales or consumption (Grange Park regulation)
- Consumables in glass bottles (Grange Park regulation)
- Generators
- Guns
- Hazardous materials

Promotions

Please help us to spread the word about FarmFest via your e-newsletters and social media outlets! You can promote FarmFest in the following ways:

- Twitter: @PAorganic ☐
- Facebook: www.facebook.com/PennsylvaniaOrganicFarmFest ☐
- Website: farmfest.paorganic.org ☐
- Hashtag: #FARMFEST2018 ☐

We would also love for you to post your photos and comments to the Pennsylvania Organic FarmFest Facebook page during the event to inspire others to attend!

Lodging/Camping ☐

Sponsors and exhibitors receive a discounted camping rate and are encouraged to [sign up online](https://farmfest.paorganic.org/tba/) at <https://farmfest.paorganic.org/tba/> (if you did not already do so on your application). All campsites have electric and water.

Cost per day (includes electricity)	Vendor, Sponsor, Volunteer Rate	General Public
Tent Type/Days		
Bring Your Own Tent	\$15	\$20
Green Army Tent	\$25	\$40
Camper/RV	\$30	\$45
<i>Camping is available Friday and Saturday Nights</i>		

Camping policies:

- Pay for camping at the Information Booth or online when you reserve your space. You will receive a tag to attach to the outside of your tent or RV. Please make sure it is prominently displayed.
- Open fires of any kind are prohibited on the grounds including, but not limited to, charcoal or gas BBQ grills. This policy does not apply to food vendors.
- Bring your stories, songs, and acoustic instruments!
- Quiet hours: 11pm-9am.
- FarmFest is not responsible for any lost or stolen objects. Please keep valuables stored in a secure place.
- If you pack it in, please pack it out! As a rule, please plan to leave your campsite better than you found it.

- Well-behaved pets are permitted. Please see the pet policy on the FarmFest website at <http://farmfest.wpengine.com/information/farmfest-policies/> and additional detail below.

Some local hotels and guesthouses:

- [Triple Creek Lodge](http://triplecreeklodgepa.com/), <http://triplecreeklodgepa.com/>
- [Aikens Cabins](http://www.aikenscabins.com/cabins.htm#amenities), <http://www.aikenscabins.com/cabins.htm#amenities>
- [Earlystown Manor](https://www.earlystownmanor.com/), <https://www.earlystownmanor.com/>
- [Seven Mountains Campground](http://www.sevenmountaincampground.com/), <http://www.sevenmountaincampground.com/>
- [Brush Mountain Lodge](https://brushmountainlodge.com/about/), <https://brushmountainlodge.com/about/>

Miscellaneous

Exhibit halls are very large can accommodate vehicles for loading and unloading. We also encourage you to employ a pop up canopy or other large furnishings if you have them. There will be a few feet of space between exhibits.

Wifi / Cellular Service

Wifi is available in exhibit halls (buildings 11,12, and 13) as well as in the Hospitality Room. You can get the password at the Information Booth. Cellular service is good throughout the grounds.

Incident weather: FarmFest will proceed rain or shine! In the event of severe storms, we have the option of moving all outdoor exhibitors into indoor spaces.

Lost and Found: Lost and found articles will be held at the FarmFest Info Booth.

First Aid: A first-aid kit is available at the FarmFest Info Booth. If you have an emergency, please dial 911.

Dogs: We know that dogs are a big part of the family and well-behaved, obedient dogs are welcome at FarmFest. If you bring your dog, please keep in mind the following rules:

- Dogs are to be on a leash and accompanied by an adult owner/guardian at all times. They are not to be left in vehicles, tents, tied to a tree, etc.
- Dispose of pet waste in trash disposal
- Take proper care of your pets by keeping them watered and fed. There will be water stations throughout the festival for your convenience.
- Keep aggressive dogs at home! Fighting and/or biting dogs (and their owners) will be asked to leave; no refunds will be given.
- All dogs must be licensed and have current vaccinations for rabies. Documentation must be available on request.
- Dogs barking during quiet hours will be asked to leave.

Livestock: All livestock must be free of evidence of transmissible disease and be clearly identified on a Certificate of Veterinary Inspection. Livestock must comply with Grange Park requirements, including vaccinations and clearances.

Bikes: Bring 'em! The Grange Park is great for biking.

ABOUT US

Pennsylvania Organic FarmFest is brought to you by Pennsylvania Certified Organic (PCO), a USDA-accredited organic certifying agency that educates and certifies growers, processors and handlers of organic crops, wild crops, livestock and livestock products in Pennsylvania and adjoining states.

PCO's Mission Is: To ensure the integrity of organic products and provide education, inspection, and certification services that meet the needs of our members. PCO provides services to operations based in California, Delaware, District of Columbia, Florida, Illinois, Indiana, Maine, Maryland, Massachusetts, Missouri, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Vermont, and Virginia.

GRANGE FAIR

Grange Park Centre Hall



- Legend**
- Train Stop
 - Grange building
 - Wooded Area
 - Automated Teller Machine
 - Restroom
 - Handicap Parking
 - Motorcycle Parking (Gates 1, 3 & 4)

Centre County Board of Commissioners





