

OHIO STATE FARM SCIENCE REVIEW RULES AND REGULATIONS FOR EXHIBITS

Molly Caren Agricultural Center

London, Ohio

September 17-19, 2019

MISSION

The mission of the Farm Science Review is to provide access to current knowledge and technologies which enhance the quality of life and market competitiveness of individuals, families, industries, and communities. This mission is accomplished by showcasing research, products, services, and experience through educational exhibits, presentations, and demonstrations on crop and livestock industries, natural resources and life-styles.

SHOW HOURS

Tuesday and Wednesday..... 8:00 a.m. - 5:00 p.m.
Thursday..... 8:00 a.m. - 4:00 p.m.

Gates open at 7:30 a.m. daily and remain open until 6:00 p.m.
Exhibitors may enter Gate I starting at 6:30 a.m. on show days

CONTRACTS (SPACE RENTAL AGREEMENT)

Application for exhibit space must be made on the form provided by the Ohio State Farm Science Review Management. The Management reserves the right to reject any application.

Following approval of application for exhibit space, Space Rental Agreement contracts will be provided. A signed contract must be received by the Farm Science Review before July 1 for an exhibitor's name to appear in the show program.

INSURANCE REQUIREMENTS

Each 2019 exhibitor is required to have in effect and maintain for the period of the 2019 Farm Science Review, September 9, 2019 to September 25, 2019, a policy of comprehensive general liability insurance against claims of personal injury or death or damage to property occurring upon the exhibitor's rented space, all demonstrational extensions of that space, and the exhibitor's storage area, or any other area of the University premises. The period of the Review includes the set-up and tear-down periods. The general liability insurance (including contractual liability) shall provide coverage in the amount not less than \$1,000,000, per occurrence, \$2,000,000 in the annual aggregate. A Certificate of Insurance evidencing the above must be forwarded to the Farm Science Review Office on or before July 1, 2019. The certificate must list The Ohio State University as holder of the Certificate, and as an additional insured under the policy. Should the policy expire after July 1, 2019 and before September 25, 2019 the exhibitor's insurance agent or carrier must notify the Farm Science Review of intent to renew in writing. Such policy of insurance shall bear an endorsement to the effect that the insurer agrees to notify the Farm Science Review Management not less than ten (10) days in advance of any modifications or cancellations thereof. No Space Rental Agreement (Contract) will be approved without the required insurance.

RENTAL AND PAYMENT OF EXHIBIT SPACE

Exhibit fees will be based on the size and number of lots requested in accordance with the following schedule:

	Contracted <u>by 6/30/19</u>	Contracted <u>after 6/30/19</u>
Lot 150' x 150'	6000.00	6150.00
Lot 150' x 75'	3500.00	3600.00
Corner Lot 50' x 75'	1820.00	1865.00
Standard Lot 50' x 75' (50' Frontage)	1535.00	1575.00
Corner Lot 50' x 50'	1535.00	1575.00
Standard Lot 50' x 50' (50' Frontage)	1250.00	1280.00
Corner Lot 30' x 50'	1250.00	1280.00
Standard Lot 30' x 50' (30' Frontage)	1025.00	1050.00
Booth 10' x 10'	1025.00	1050.00
Association	430.00	445.00

Gwynne Conservation Area

Standard Lot 30' x 30'	200.00	240.00
Tent Booth 6' x 8'	100.00	135.00
Agency/Association	80.00	85.00

Other size spaces may be available at the discretion of the Review Management. The charge for such spaces will be based on the published fee for similar spaces.

Invoices will contain due dates. Balances over 30 days are subject to 1 1/2% increase per period. All exhibit space fees must be paid in full before the show opens.

Full payment must be received on or before June 30, 2019 for an exhibitor's name to appear in the show program. **Two forms of payment are acceptable: credit card (American Express, Master Card, or Visa) or check. Make checks payable to:**

THE OHIO STATE UNIVERSITY

Cancellations received before July 1 will be eligible for a full refund. No refunds will be made after July 31. Cancellations received between July 1 and July 31 will be eligible for prorated refunds at the discretion of the Review Management. Exhibitors making payments and not exhibiting shall forfeit all funds paid for space and services.

TICKETS, PASSES AND PERMITS

Exhibitor Passes: Each organization will be provided exhibitor passes and parking permits. The pass will serve as admission for one person for all three days of the Review. The parking permit will provide access for one vehicle into specially marked parking areas as space permits. Exhibitor passes and permits will be distributed according to lot rental as follows:

<u>Size of Lot</u>	<u>Number of Exhibitor Passes per Lot</u>	<u>Number of Exhibitor Parking Permits per Lot</u>
150' x 150'	50	50
150' x 75'	25	25
50' x 75'	12	12
50' x 50'	9	9
30' x 50'	6	6
Booth & Association	5	5
Gwynne Conservation Area	2	2

- Companies will receive complimentary single day admission passes valid for any one day of Farm Science Review based on lot size, sponsorship, and other advertising
- One company representative is responsible to sign for the complete packet before 9:00 p.m. on Monday, September 16, 2019.
- Site Headquarters availability for pickup of parking permits and passes for exhibitors will begin September 3.
- Should an exhibitor desire to have their passes forwarded, a written request must be received on or before August 31.
- **Packets that are sent per exhibitor request become the property of the exhibitor when forwarded.**
- Reissues for lost or misplaced packets are not permitted.
- An exhibitor pass can **not** be exchanged for a single day admissions ticket.

Additional Exhibitor Passes:

Additional passes and parking permits can be purchased for \$21.00 per packet. A packet contains one exhibitor pass and one parking permit. Admission passes and parking permits are not sold separately. Exhibitor Packets are not refundable.

Consignment of Advance Sale Tickets to Exhibitors:

Exhibitors may secure advance sale tickets on consignment, with a minimum order of 10 tickets. Ticket orders on this plan will be accepted through September 16, 2019. Exhibitors will be billed \$7.00 each for all tickets secured under this program that are not paid for or returned to the Farm Science Review campus or Show Site offices by 7:00 a.m. September 17, 2019 or postmarked by September 17, 2019. The last day the FSR office will ship tickets is September 6, 2019. Advance sale tickets on a cash basis will be available at the Farm Science Review Headquarters office, September 3 through September 16, 2019 from 8:00 a.m. to 5:00 p.m.

Online Ticket Sales:

Online sales will be available from July 1 to September 13. Each ticket is \$7.00. Any tickets ordered after September 5 will need to be picked up at the FSR Headquarters Building or Will-Call Gate D. There are no refunds or returns for online ticket sales.

General Admission:

Admission at the gate will be \$10.00 per person. All persons over the age of 5 require a ticket. No refunds will be made on purchased gate tickets.

PARKING AND TRAFFIC CONTROL

No cars, trucks or trailers will be parked on any space leased to exhibitors, except those remaining stationary and serving as part of the exhibit. Those vehicles to be used as part of a display will be issued a special permit during the set-up period. Exhibitors must obtain the permit from Farm Science Review Management during the setup period. No exhibitor will be permitted to operate service cars or trucks in the exhibit area during the Review. However, cars or trucks may be used to service exhibits before 7:45 a.m. or after 5:00 p.m. during the Review.

No parking of vehicles for the purpose of overnight residence will be permitted on any Ohio State University land.

The speed limit on all roads leading to the exhibit area will be 15 mph. The speed limit within the exhibit area will be 5 mph.

No alcoholic beverages of any type will be permitted on any Ohio State University property.

EXHIBITS AND EXHIBIT AREA

The exhibit area will be available for placing exhibits at 8:00 a.m. Monday, September 9, 2019. Early admittance in special cases must be authorized by the Review Management.

Security:

Security will be provided nightly in the main exhibit area beginning at 7:00 p.m. Wednesday, September 11, 2019 and ending at 7:00 a.m. Wednesday, September 25, 2019. All exhibitors are expected to provide their own storage for all materials and small equipment requiring extra security.

All exhibits shall be in place by 9:00 p.m. Monday, September 17, 2019. No additional machinery, equipment, or other exhibit materials may be brought into the exhibit area after 9:00 p.m. September 16, 2019 except with permission from the Farm Science Review Management.

No display items shall be dismantled or removed from the exhibit area or Farm Science Review grounds before 4:00 p.m. Thursday, September 19, 2019 unless permission is secured from Review Management. Trucks will not be permitted in the exhibit area until 4:00 p.m. September 19, 2019, except as previously noted. All exhibits shall be removed by Wednesday, September 25, 2019 at 5:00 p.m.

Extensive digging, excavation, or earth moving:

Extensive digging, excavation, or earth moving will not be permitted in the exhibit area. Posts may be set with the permission and direction of the Management. This is to protect and prevent damage to the water lines, fiber optic cable, electrical lines, telephone lines and tile drainage. Any sign holders, posts or other items installed or added to a lot must be removed by the exhibitor. Damages incurred to any of the named utilities is the financial responsibility of the exhibitor or vendor to repair.

Exhibit Heights:

The height of exhibits will be limited by Review Management. Special permission for use of exhibits more than 50 feet in height must be obtained in writing from the Manager by August 9, 2019. Balloons must be lowered to ground level at dusk.

Machinery may be demonstrated on the exhibit lot if they do not involve digging, earth moving, dust or noise that will disturb adjacent exhibitors. Demonstration of field equipment will be permitted only in authorized fields. The availability of suitable space may make it necessary to limit the kind and number of demonstrations in some areas. Each exhibitor will be responsible for keeping their exhibitor space free of debris and litter. Refuse containers will be provided.

Exhibits producing unusual or excessive noise must be placed in a special area provided for this purpose. The Management reserves the right to evaluate the distraction caused by noise producing items and to require removal to the special area. The educational value of each exhibit is subject to inspection by the Farm Science Review Management. Exhibits found to be inappropriate with respect to the educational objectives of the Farm Science Review and The Ohio State University will not be permitted. Example: Musical or carnival-type entertainment supplied by an exhibitor for the sole purpose of attracting an audience to a specific exhibit will not be permitted.

Chain Saws:

Chain saws may be operated in the exhibit area with the permission of the Review Management. The operation of chain saws must be done only by the exhibitor. In addition, proper barriers must be erected to keep everyone other than those operating the equipment away from the demonstration area.

Demonstrations and "Ride and Drives":

Vehicles or equipment may not be removed from the exhibit lot for demonstration purposes or any other use during the three days of the Review. Facilities may be available by special request for demonstrating equipment on special terrain areas. Requests for space to demonstrate special equipment must be made in writing by August 31, 2019. Availability of space for these special demonstrations cannot be guaranteed.

Over The Counter Sales:

Over the counter sales will be allowed by exhibitors where the principle part of the exhibit pertains to agriculture and farm machinery displays, except those exhibitors as depicted under Motor Vehicle Exhibitors. Sale items which can be hand carried, that are necessary and useable in agriculture and connected with their exhibit, or promotional items that are associated with their exhibit or industry will be allowed during show hours (8:00 a.m. - 5:00 p.m.). Orders for sales of all other items for delivery from exhibit space may be taken at any time. Delivery of these orders cannot be made until the show closes (4:00 p.m., September 19, 2019). Replenishment of show stock cannot be done during show hours.

Electricity:

Electricity (single phase 110) will be furnished to the edge of all lots unless notice is provided to the exhibitor otherwise. Single phase 220 is available in most locations at a cost to the exhibitor.

Display Of Livestock:

Live animals will be permitted in specified sections of the main exhibit area. All livestock must meet State of Ohio regulations.

Motor Vehicle Exhibitors, Including ATV's:

Ohio Revised Code requires that all dealers of motorized vehicles (including ATV's) and trailers with a gross weight of 4000 pounds or more must meet Ohio Bureau of Motor Vehicles (BMV) specifications for participation. Such exhibitors must provide their New Dealer (ND) number and exact address of the dealership to the Farm Science Review not less than sixty (60) days prior to the event. The Farm Science Review will file the appropriate application with BMV a minimum of forty-five (45) days prior to the event to seek permission for the dealers participation in the event. Except as provided below, all such vehicles will be for display purposes only. The sale of such defined vehicles is permitted in certain circumstances. The taking of orders for, or the sale of, livestock trailers at livestock and agricultural shows, including county fairs is permissible. Livestock trailers may be sold at livestock and agricultural shows, including county fairs, as permitted by law. For the purpose of show law, "livestock trailer" means a new or used trailer designed by its manufacturer to be used to transport horses or to transport animals generally used for food or in the production of food, including cattle, sheep, goats, rabbits, poultry, swine, and any other animals included by the director of agriculture in rules adopted under section 901.72 of the Revised Code.

In the case of manufacturers of such defined vehicles, they are required to advise the Farm Science Review of their participation not less than sixty (60) days prior to the event. The Farm Science Review will file the appropriate letter of notice with BMV not less than forty-five (45) days prior to the event relative to their participation. All vehicles falling under this category shall be for display purposes only. The sale of such defined vehicles is not permitted.

Services to exhibitors beyond those described in these Rules and Regulations must be arranged in advance and may involve additional service charges.

INDOOR EXHIBITS (BUILDINGS AND TENTS)

Tent Booths, 10' x 10', are provided inside a large tent. Building Booths, 10' x 10', are provided inside a large building. The booths are divided by 8' connection draping in the rear and 3' connection draping on the sides. Displays in the booths are limited to 7' in total height. Displays may not be higher than 40", from existing grade, in the front third of each booth.

Exhibitors participating in these booths will have their activities limited to that specific area. However, Booth exhibitors are permitted to erect a static display (i.e. sign) outside of the tent or building and directly in front of their assigned space. That area is outside the boundaries of their assigned space but not located in common walkways or street area and is limited to 3' x 6'.

Exhibitors have access to display area on Thursday, September 12, 2019 at 12:00 pm. Tent exhibits must have their display removed by 7:00 p.m. Thursday evening, September 19, 2019 as tent companies will begin disassembling tents.

SUB-LETTING

Exhibitors will not be permitted to sub-let their lot(s) or any portion thereof.

Only equipment owned or distributed by Farm Science Review exhibitors of record will be permitted on the Farm Science Review grounds unless prior approval of the Management is obtained.

TENTS AND SUPPLIES

Each exhibitor, except Tent Booth, Building Booth and Association Building exhibitors will be responsible for supplying their own tents or shelter. All exhibitors will be responsible for supplying their own tables, chairs, special lighting, decorating, pennants, etc. Sources of supply will be suggested by Farm Science Review Management. Gwynne Conservation Area exhibitors may be provided with shelter depending upon availability at time of application.

EDUCATIONAL FIELD DEMONSTRATIONS

All educational field demonstrations involving soils and crops shall be planned and supervised by members of the staff of the College of Food, Agricultural, and Environmental Sciences, Ohio State University Extension and Ohio Agricultural Research and Development Center.

SAFETY REGULATIONS

Exhibitors are required to maintain adequate safety standards. Standards must comply with applicable codes and local, state, and federal safety regulations. The Farm Science Review Management reserves the right to curtail any activity deemed a hazard to the public.

Exhibitors must maintain a minimum of 10-foot clearance between any part of their exhibit and overhead power transmission lines.

Fire Safety Requirements:

Ohio Revised Code requires that all participants meet Ohio Fire Code regulations. Those regulations include, but are not limited to the following:

Combustible Materials:

Materials such as hay and straw shall not be located within any tent or air-supported structure except those necessary for the daily feeding and care of animals. Sawdust and shavings utilized for an exhibit are permitted provided they are kept damp.

Exposed Flames:

Gasoline, gas, charcoal and/or all heat producing devices shall not be permitted inside or located within 20 feet of a tent or air-supported structure. Welding, cutting and/or brazing operations are prohibited in areas not designed or approved for the purpose unless authorized by the Show Management in conjunction with the State Fire Marshal.

Clearance:

A minimum of 3 feet is required between the fabric envelope and all contents located within a tent or air-supported structure.

Fire Extinguishers:

At least one portable fire extinguisher with a minimum 4-A rating (10 pound) or meets or exceeds Ohio Fire Code regulations. Show Management will provide such devices for all exhibits located in 10' x 10' Farm Science Review designated booth spaces. All portable fire extinguishers shall bear the label of an approved agency, be of an approved type, and be installed in a visible location. Such extinguishers must bear proof of an inspection certification within 12 months of that year's show dates.

Electrical:

All temporary wiring shall meet the requirements of the National Electrical Code for temporary wiring. All junction boxes and electrical receptacles shall be located at least 4 inches above ground level. No electrical apparatus shall be placed so as to be subject to environmental damage or physical impact.

Compressed Gas Cylinders:

All compressed gas cylinders must be secured in accordance with the Ohio Fire Code. All gas connections shall be tested in accordance with NFPA 58 directives. For requirements not listed, see the Ohio Fire Code.

CONCESSIONAIRES AND SOLICITORS

No soliciting will be permitted in the exhibit area, parking lots, or other land associated with the Farm Science Review.

Tobacco and Alcohol

The Ohio State University has adopted a tobacco free policy that supports a healthy environment for all faculty, staff, contractors and visitors. All tobacco products are prohibited on university property. Signs will be available in the Farm Science Review Headquarters Building for posting in exhibit areas.

PETS ARE NOT ALLOWED IN EXHIBIT AREA

DISTRIBUTION OF LITERATURE AND GOODS

Distribution of literature and/or goods describing equipment, products or educational activities must be confined to the exhibitor's lot or immediate demonstration area. Distribution of any other type of literature and/or goods will not be permitted without prior permission in writing from the management of the Ohio State Farm Science Review. The distribution of tobacco products is strictly prohibited.

ABUSE OF PRIVILEGES

The abuse (by extortion sale of dishonest goods, untidy appearance of exhibits, or other acts or practices objectionable to the Farm Science Review Management) by exhibitors or concessionaires of any privilege granted will cause forfeiture of all rights and privileges including cancellation of exhibit space. The exhibitor, by the affixation of any authorized signature to a contract, does agree to these Rules and Regulations.

Rev. 10/31/2018

NZ



THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES