



Business Incubator Program Client Information Handbook

**Centre County Industrial Development
Corporation
200 Innovation Blvd., Suite 156
State College, PA 16803**

Phone: (814) 235-1666

Fax: (814) 234- 5869

Internet: www.centrecountyidc.org

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Table of Contents

General Information

Client Information (please complete and return)	3
Mission and Statement of Purpose	4
Emergency Procedures	5
Client Application	6-11
Compliance Agreement	12
Rent Schedule and Lease Terms	13-14
Incubator Services	15-19
Laboratory Safety and Hazardous Materials Requirements	20-24
Current Incubator Clients & Graduates	25

Please complete the information listed below and return to:

Mary Resides
 CCIDC
 200 Innovation Blvd.
 Suite 156
 State College, PA 16801
 Phone: 814-235-1666

Email: mresides@cbicc.org

The information will be used to update the CCIDC website and to add subscribers to the Incubator ListServe database which is used to notify clients of pertinent information.

Name of Company:	
Address:	
Phone:	
Fax:	
Primary Contact:	
Email address:	
Website:	
Short Description of Company:	

Mission and Statement of Purpose

The mission of the Centre County Industrial Development Corporation (CCIDC) Incubator Program is to provide a nurturing environment for entrepreneurs to start and grow businesses in Centre County. We will encourage these individuals to pursue their dreams and produce successful businesses that can graduate from our program within five years as financially viable and freestanding organizations. These graduates should create employment, revitalize neighborhoods, and/or commercialize critical new technologies that strengthen our local and national economies.

Our role as incubator managers is to provide guidance, technical assistance, affordable rental space with flexible leases, shared business services and equipment, proximity to technology support services, and assistance in obtaining the financing necessary for company growth. Technology based startup companies are the priority of our incubator program; however, non-technology startups will be considered on a case-by-case basis.

Emergency Procedures

In case of emergency, please contact the following organizations in increasing order of severity. Please use your good judgment to determine the level of emergency you are encountering.

Emergency:	911
Penn State Police Services:	(814) 863-1111
CCIDC	(814) 235-1666
CBICC:	(814) 234-1829
PSU-OPP Service Desk	(814) 865-4731

Application for Admission to the CCIDC Business Incubator Program

Contact Information

Last Name:

First Name:

Street:

Street:

City:

State:

Zip Code:

Phone:

Email:

Company Profile

1. Company Name:
2. Current company mailing address:

Same as Above,

OR complete below

Street:

Street:

City:

State:

Zip Code:

Phone:

3. Is the company currently in operation or a new start-up?

New Existing

If the company is currently operating, what was the Company's incorporation date?

4. Does the Company have a business plan?

Yes No (please provide within 90 days of application)

5. What is the current/proposed ownership structure of the company?

Please check one:

Sole proprietorship: Partnership:

S-Corporation: C-Corporation:

6. Type of business (current/proposed company): Check all that apply:

Manufacturing: Research & Development:

Information Technology: Service:

Internet/Web Consulting

Software Development

Other (specify):

7. Please explain your primary products or services.

8. Please describe your actual or intended end user/customer.

9. Do you currently have contracts/orders for your product or services?

Yes No

If yes, please provide an estimate of the most recent twelve months of revenue:

\$

10. Please provide the name/s of the other management team members and a brief description of their qualifications:

Not Applicable

Name:

Experience:

Name:

Experience:

Name:

Experience:

17. Have you started or had an ownership position in other companies in the last seven years?

If so, please list.

18. Have you ever been convicted of a felony?

Yes No

If yes, please describe:

19. Have you ever filed for personal bankruptcy?

Yes No

References:

Please provide the following lists of references:

BANKING

Name of Institution

Contact:

ACCOUNTING

Name of Institution

Contact:

LEGAL

Name of Law Firm:

Contact:

20. How did you learn about the CCIDC Incubator Program?

I hereby attest that the above information is true and correct to the best of my knowledge and that I have not provided any false or misleading information in order to obtain a favorable decision on admission to the Centre County Industrial Development Corporation (CCIDC) Incubator Program.

Signature of owner/applicant

Date of application

Compliance Agreement

Space at the CCIDC Technology Incubator is unique in several ways. First it is **temporary**; it is intended to lower the cost of operation for a new, small business during the start-up phase in anticipation of growth and relocation to other space to make way for new business ventures. Second, because the space is partially funded by public investments, clients are expected to work with Incubator Manager to assure that their company is developing in a timely fashion, based on its unique characteristics. Third, it is a learning environment intended to encourage business owners to interact with one another and to meet with experts and advisors in the field of entrepreneurship.

Therefore, the owner of a business at the CCIDC Technology Incubator:

- (1) Agrees the objective is to grow and graduate; and that continued occupancy at the center depends upon the progress of the company and the commitment of the owner to achieve progress;
- (2) Accepts that periodic reviews of the company's progress will be made and that discussions of confidential information such as financials or employment statistics and projections with the CBICC staff are an integral part of enjoying tenancy in the business incubator;
- (3) Agrees to provide a formal Business Plan, preferably upon date of occupancy, but no later than 90 days after occupancy;
- (4) Intends to become a member of the CBICC and take full advantage of the learning opportunities provided by CBICC such as Education Sessions, Seminars/Workshops, and Consultants/Mentors.

I have read and understood the above Compliance Agreement and, if I am offered space in the CCIDC Incubator Program, I agree to comply with the terms and conditions of the above Compliance Agreement.

Signed: _____ Date: _____

CCIDC Business Incubator Lease Terms

The term of each incubator client lease shall be for one year. Lease renewal for a maximum of **FIVE** years in the CCIDC Incubator Program is contingent upon the following:

- a) Each Lease may be renewed for an additional one-year period upon the approval of CBICC 90 days prior to the end of each leased year. Renewal is based on the demonstrated progress toward the company's business development, unless terminated as set forth in (b) below.
- b) This Lease may be terminated by either party by giving at least 90 days written notice.
- c) Lessor has the right to increase the rental rate with 90 days written notice

CCIDC Business Incubator Rental Schedule Technology Center * * *

Office Space

Year	Rent per SF
Year 1	\$16.00
Year 2	\$17.00
Year 3	\$18.00
Year 4	\$19.00
Year 5	\$20.00

Lab Space

Year	Rent per SF
Year 1	\$20.00
Year 2	\$21.00
Year 3	\$22.00
Year 4	\$23.00
Year 5	\$24.00

CCIDC Business Incubator Rental Schedule

Zetachron Center* * *

Office Space

Year	Rent per SF
Years 1 - 5	\$13.75

Lab Space

Year	Rent per SF
Years 1 - 5	\$20.00

* * * Note – this rental rates are proposed and subject to change depending upon unforeseen economic and operating conditions.

Incubator Services

A. High Speed Internet Services, with 2 connection options:

CCIDC offers 20Mb Internet service at an additional charge of \$150 per month for full bandwidth or \$75 per month for capped capacity **available at the Technology Center only**. This Internet service may be initiated or cancelled at any time during the lease term.

B. Telephone Service (local and long distance)

It is the responsibility of the client to contract for these services. The CCIDC is willing to assist in the coordination of this project.

B. Flexible Office Space and/or Laboratory and Research Space:

- Individual office space available in the range of 200 S.F. – 2,000 S.F.
- Individual 500 S.F. laboratory space in the Technology Center
- Individual laboratory space in the Zetachron Center in the range of 500 S.F. – 1,000 S.F.

All Labs include: Lab benches and sinks, Fume hoods, Safety shower and eyewash stations.

C. Other Services available to Incubator Clients

- Lunch / Cafeteria Room (Zetachron and Technology Center)
- Video Conferencing (Technology Center Only)
- Fax and Copier Machine (Technology Center Only)
- Mailing and Shipping Services (Technology Center Only)
- Postage meter, billed at the end of the month (Technology Center Only)
- Conference Rooms
 - One conference room at Zetachron
Seating for 12
 - Five Conference Rooms at the Technology Center

Location: 101 (within Innovation Park office suite)
Seating: 10-12
Equipment: Dry Erase Board, TV/VCR, Speaker Phone, Overhead Projector, Flip Chart, Internet access, PictureTel Video Conferencing capability
Contact Info: Brenda Cummins at 865-5925 or bkc5@psu.edu

Location: 115 (within Ben Franklin suite)
Seating: 10-12
Equipment: Dry Erase Board, Speaker Phone
Contact Info: Lydia Grimm at 863-4558 or lrg3@psu.edu

Location: 154 (CBICC)
Seating: 10
Equipment: Dry Erase Board, TV/VCR, Internet Ready, Overhead Projector available through CBICC office
Contact Info: Reserve room by calling Elaine Morgan at CBICC at 234-1829

Location: 221
Seating: 15-20
Equipment: Overhead projector and flip chart available
Contact Info: Brenda Cummins at 865-5925 or bkc5@psu.edu

Location: 243 (Cafeteria/Multi-Purpose Room)
Seating: 30-50
Equipment: Overhead project and flip chart available – contact
Contact Info: Brenda Cummins at 865-5925 or bkc5@psu.edu

D. Off-Site Services available to Incubator Clients

- Penn Stater Conference Center Hotel
- Full Service Restaurant
- Fitness Center
- Conference Facilities
- Daybridge Child Care Center
- Infant to after school programs
- Free Parking
- 24-hour access to facilities
- Free bus service to campus and downtown

E. Business Support Services

Business incubator companies have access to important support services including:

Ben Franklin Technology Partners

Ben Franklin provides technical and entrepreneurial assistance as well as industrial research funding to small and medium-sized Pennsylvania companies. Ben Franklin helps businesses develop and commercialize new products and create innovative technology; it also provides entrepreneurial support and workforce training.

115 Technology Center

University Park, PA 16802

Contact: Steve Brawley, President/CEO

Phone 814-863-4558

Website <http://www.benfranklin.org>

Email: stevebrawley@psu.edu

Small Business Development Center

The Penn State SBDC offers specialized training programs, seminars, and conferences designed to educate entrepreneurs on business topics ranging from basic business start-up skills to advanced management technique.

329 Innovation Boulevard, Suite 417

University Park, PA 16802

Contact: Heather Fennessey

Phone 814.863.4293

Fax 814.865.6667

Website <http://www.sbdc.psu.edu/>

Email hxm103@psu.edu

PENNTAP Technical Assistance Program

The Pennsylvania Technical Assistance Program (PENNTAP) helps Pennsylvania businesses and industry improve their competitiveness by providing free scientific and technological assistance and information.

329 Innovation Boulevard, Suite 416

University Park, PA 16802

Contact: Wayne Figurelle, Director

Contact: Donna Yale, e-business consultant, email: dyale@psu.edu

Phone 814.865.0427

Fax 814.865.3591

Website: www.penntap.psu.edu

Email wfigure@psu.edu

SEDA-COG

SEDA-COG helps Central Pennsylvania's communities address issues in such areas as housing, recreation, downtown revitalization, and public infrastructure. Business services include financing, sales to the government, and assistance with exporting. Graphics & printing and electronic mapping are among services available to the region's county and local governments.

201 Furnace Road
Lewisburg, PA 17837

Contact: Jerry Bohinski
Phone: 570-524-4491
Fax: 570-524-9190
Website: <http://www.seda-cog.org>

State of Pennsylvania

NewPA
<http://www.newPA.com>

Center for Entrepreneurial Assistance
<http://www.newPA.com>

Start up Capitalization Resources

Pennsylvania Angel Network

The Pennsylvania Angel Network (PAN) is a member association of angel groups across Pennsylvania. For more information, contact:

Mike Gildea, Executive Director
Phone: (814) 451-1151
Email: mike@paanglenetwork.com

Lancaster Angel Network

The Lancaster Angel Network is a group of successful business people that meets monthly to review companies in a wide variety of industries and businesses of all sizes. Meetings are held the second Tuesday of each month, except August. Businesses interested in making a presentation should email Executive Summaries to:

Michael A. Shoemaker
% Wellspring FV LLC
128 E. Grant Street, 4th Floor
Lancaster, PA 17602
Phone: (717) 293-5151
Fax: (717) 293-1611
Email: mas@wellspringfv.com

Susquehanna Investment Network

The Susquehanna Investment Network (SIN) is a group of 57 highly successful business people with a wide variety of member skill sets bases around business and manufacturing. The angel investors represent 11 counties in Central PA referred to as the “PA Hartland” and meet the third Wednesday of each month. Meetings start with a networking reception followed by presentations during dinner. The average investment range is from \$25,000 to \$500,000.

For additional information contact:

Bill Metzger, Sr.
Susquehanna Investment Network
One Kelly Square
Route 15 North
Lewisburg, PA 17837
Phone: (570) 568-2000
Fax: (570) 568-9000
Email: info@centralpa-angelnetwork.com
Website: www.centralpa-angelnetwork.com

Winners Investment Network

In Blair County, they recognize that funding sources are required above and beyond startup packages and traditional “bootstrapping.” Altoona-Blair County Development Corporation can help provide this “bridge opportunity” through its Winners Investment Network. WIN is made up of a regional network of highly successful entrepreneurs and businessmen.

For additional information contact:

Winners Investment Network for ABCD Corp
3900 Industrial Park Drive
Devorris Center for Business Development
Altoona, Pennsylvania 16602
Phone: (814) 944-6113
Email: abcd@abcdcorp.org

Laboratory Safety Requirements

Client Agrees:

To occupy the premises in a safe and careful manner and in compliance with all applicable laws, ordinances, rules, regulations and orders of any governmental bodies;

Specific to the laboratory clients it is expected and understood that all clients will follow and be in compliance with ALL US Department of Labor, Occupational Safety and Health Administration (OSHA) Guidelines governing the established best practices of laboratory safety. In addition, all clients are expected to follow OSHA guidelines for the prudent handling, storing and disposing of hazardous chemicals. At a minimum, all chemicals MUST be clearly labeled and must have an accompanying material safety data sheet (MSDS). The manufacturer or distributor is required to provide an MSDS with the initial shipment of their products. Any MSDSs received by the laboratory must be delivered to the CBICC for safe keeping in a central filing system.

Client acknowledges and agrees that the premises will not be used in any manner for generating, producing, processing, refining, handling, transferring, transporting, treating, storing or disposing of ‘toxic wastes’ ‘hazardous wastes’ of ‘hazardous substances’ as defined in by Section 1003(5) of the Resource Conservation and Recovery Act (RCRA), 42 U.S.C. §6903(5), §101(14), of the Comprehensive Environmental Response Compensation and Liability Act (CERCLA), as amended by the Superfund Amendments and Reauthorization Act of 1986 (SARA) 42 U.S.C. §9601(14), any implementing regulations or any applicable state or local statutes, regulations, ordinances or rules. Furthermore, Client agrees not to install any friable asbestos, asbestos-containing materials, PCB’s, PCB containing materials, or urea formaldehyde. In addition, Client agrees to conduct any operations on the premises in compliance with all applicable federal, state or local environmental statutes, ordinances, regulations and/or rules. As used herein, the term “environmental statutes, ordinances, regulations and rules,” is to be construed broadly to include any governmental regulation or governmentally imposed limitations or restrictions on Client’s operations. Client agrees to immediately provide Landlord with notice of any violation of any environmental statute, regulation, ordinance or rule, and to completely indemnify Landlord from and against any and all claims, demands, fines, penalties, expenses (including reasonable attorney’s fees) incurred by Landlord as a result of any violation by Client of any environmental statute, regulation, ordinance or rule.

For further information on OSHA guidelines please see:
<http://www.osha.gov/SLTC/laboratories/standards.html>

Hazardous Materials Regulations

As used herein, the term "Hazardous Material" means (1) any "hazardous waste" as defined by the Resource Conservation and Recovery Act of 1976, as amended from time to time, and regulations promulgated there under; (2) any "hazardous substance" as defined by the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended from time to time, and regulations promulgated there under; (3) any oil, petroleum products, and their by-products; and (4) any substance that is or becomes regulated by any local governmental authority, the Commonwealth of Pennsylvania or the United States Government.

Clients shall comply with all pertinent regulations and in accordance with the conditions specified in the "Biosafety in Microbiological and Biomedical Laboratories" publication/current edition. Client activities within the leased Premises shall be limited to Biosafety Level I and Level 2 applications at all times.

Storage of all chemicals and hazardous substances, including infectious materials and hazardous waste materials shall be maintained inside the facility at all times.

Client shall dispose of hazardous chemical wastes in compliance with University policies and guidelines.

Client shall be provided instruction by Landlord of proper use of "collection container" present within the leased premises that collects all liquids from sinks and drains in the event of a release of a hazardous material. Instruction shall include proper operation of the "emergency only" mode of operation.

Client shall not use, store or handle any elemental mercury or elemental-mercury-containing equipment within the leased premises / facility or on its property.

Client shall use a Pennsylvania licensed infectious waster transportation and disposal contractor, as applicable.

Client shall use Landlord-approved hazardous waste disposal vendor(s), as applicable.

Client shall submit proper hazardous waste manifest forms signed at the time of hazardous waste disposal. Copy is to be provided to Landlord within fourteen (14) days following collection of hazardous waste disposal by an approved vendor from the Client at the leased premises.

Client shall not cause or permit any hazardous material to be generated, brought upon, kept, stored, or used in or about the leased premises by Client, its agents, employees, contractors, or invitees, except for such hazardous material as is necessary or useful to Client's business.

Any Hazardous Material permitted on the Premises, as provided in this section, and all containers therefore, shall be used, kept, stored and disposed of in a manner that complies with all federal, state, and local laws or regulations applicable to such Hazardous Material.

Client shall not discharge, leak, or emit, or permit to be discharged, leaked, or emitted, any material into the atmosphere, ground, sewer system, or any body of water, if that material (as is reasonably determined by the Landlord, or any governmental authority) does or may pollute or contaminate the same, or may adversely affect (1) the health, welfare, or safety of persons, whether located on the Premises or elsewhere, or (2) the condition, use, or enjoyment of the building or any other real or personal property.

At the commencement of each Lease Year, Client shall disclose to Landlord the names and approximate amounts of all Hazardous Material that Client intends to store, use, or dispose of on the Premises in the coming Lease Year. In addition, at the commencement of Lease Year, beginning with the second Lease Year, Client shall disclose to Landlord the names and amounts of all Hazardous Materials that were actually used, stored, or disposed of on the Premises if those materials were not previously identified to Landlord at the commencement of the previous Lease Year. Client shall be responsible for proper disposal of all hazardous chemical wastes generated, which may be initiated by obtaining an "EPA Identification Number", allowing Client to properly dispose of all related materials.

Client hereby agrees that it shall be fully liable for all costs and expenses related to generating, using, storing, and disposing, of Hazardous Material kept on the Premises by the Client, and the Client shall give immediate notice to the Landlord of any violation or potential violation of the provisions of Section 41 (b). Client shall defend, indemnify, and hold harmless Landlord and its Agents, from and against any claims, demands, penalties, fines, liabilities, judgments, settlements, damages, losses (including, without limitation, a decrease in value of the premises, damages caused by loss or restriction of rentable or usable space, or any damages caused by adverse impact on marketing the space, and any and all sums paid), costs, or expenses (including, without limitation, attorneys' and consultants' fees, court costs, and litigation expenses) of whatever kind or nature, known or unknown, contingent or otherwise, arising out of or in any way related to (1) the presence, disposal, release, or threatened release of any such Hazardous Material that is on, from, or affecting the soil, water, vegetation, buildings, personal property, persons, animals, or other wise; (2) any personal injury (including wrongful death) or property damage (real or personal) arising out of or related to that Hazardous Material; (3) any lawsuit brought or threatened, settlement reached, or government order relating to that Hazardous Material; or (4) any violation of any laws applicable thereto. The provisions of this Section 41(f) shall be in addition to any other obligations and liabilities Client may have Landlord at law or equity and shall survive the transactions contemplated herein and shall survive the termination of this Lease.

(15) If the demised premises, the common areas, property or any other part or parts of the this facility, including equipment, trade fixtures or mechanical apparatus, contains Hazardous Material generated, handled, kept, stored or disposed of by the Client, Landlord, at its election, shall have the right to (1) cause Client to remove and properly dispose of such Hazardous Material, in compliance with the provisions hereof, or (2) perform the removal and disposal of such Hazardous Material itself, in which event Client shall reimburse Landlord, on demand, for the cost incurred by Landlord in undertaking the disposal and in securing the certifications referenced below.

(16) If Landlord requires Client to remove the Hazardous Material, Client shall retain the services of an environmental engineer and a qualified contractor experienced in removal of hazardous materials, both of whom must be approved in advance, in writing, by Landlord. Client shall submit to Landlord for approval the insurance certificates of Client's environmental engineer and contractor, a written removal plan and detailed plans and specifications which shall disclose, without limitation, the dates on which such work is to be performed and the steps to be taken to protect the public, all public areas in and around 1981 Pine Hall Drive and the HVAC, water, sanitary and storm systems from contamination during the removal and disposal process. No work disclosed in the removal plan shall be commenced until Landlord has approved all aspects of such removal and disposal process and Client shall perform such work in strict accordance with the process as approved by Landlord. Landlord reserves the right to monitor the performance of such work from time to time and, if Landlord believes that such work is being done in a manner which permits Hazardous Material to escape from the demised premises or otherwise constitutes an unsafe condition, at Landlord's direction, Client shall immediately cease such work until such problem has been corrected to Landlord's satisfaction. Client shall replace any contaminated equipment or materials removed from the demised premises with new equipment or material performing the same function.

If Landlord elects to perform the removal of the Hazardous Material from the demised premises, Landlord shall so notify Client of Landlord's anticipated commencement date of such work. If Landlord performs such work it shall do so in compliance with all applicable codes, laws and governmental requirements. If directed to do so by Landlord, Client shall remove such of its merchandise, personal property and trade fixtures as shall be required by Landlord for the completion of such work or Landlord, its contractors and subcontractors, may relocate the same within the demised premises or elsewhere in the Zetachron Building during the performance of such work. The Landlord, its Agents, nor their contractors or subcontractors shall be liable to Client in any regard for any damage to or loss of such items or for any other acts occurring in the demised premises during the performance of such work.

Prior vacating the leased premises, Client must remove all hazardous materials (chemical, biological, or radiological), equipment containing hazardous materials, materials, supplies and equipment that are the property of the Client. The leased premises will be inspected by Landlord, in advance of the Client vacating the leased premises, to make a determination of appropriate clean-up and any required decontamination that may be required.

Landlord reserves the right to access the leased premises at any time, with regard to hazardous materials handling and procedures by Client.

Landlord and Client agree this lease agreement may be terminated at any time if, in the opinion of the Landlord, Client fails to comply with any related environmental health and safety issues that may arise through the handling of hazardous materials, as referenced within the terms of this lease agreement.

Current Incubator Clients and Graduates

To view a list of our current incubator clients and a sampling of successful incubator graduates, please visit the CCIDC's website at www.centrecountyidc.org and see the information under Entrepreneurial Development.