



## Marketplace Building

A shoppers paradise, the Marketplace offers 45,000 square feet of exhibit space. It features a variety of kitchen gadgets, fashion & accessories, health & wellness, children's products and home décor.

### OPERATING HOURS

August 18 to September 3, 2018  
11:00am to 11:00pm  
Closed Monday, August 20 & 27

### CONTACT US

604.252.3504  
exhibitsales@pne.ca

### Mailing Address:

Pacific National Exhibition  
Attn: Exhibit Space  
2901 East Hastings Street  
Hastings Park  
Vancouver, BC V5K 5J1

### Website:

www.pne.ca  
(under The Fair then select Exhibit Space)

Pat Anderson Insurance Group  
604.430.8887

Levy Show Service  
604.277.1726

Apex Tents  
604.420.3773

Nonis Electrical Service (NES)  
604.469.2726

WorkSafe BC  
604.244.6181

Storage – Maple Leaf Storage  
604.251.1200

### EXHIBIT CRITERIA

Applications are considered based on overall presentation—booth set up display and product/service balance in the building.

**For new applications to be complete, the following must be accompanied:**

- a list of **all** products/services to be sold or exhibited
- photos and/or brochures of products/services
- a photo or “front view” drawing of how your booth will be set up at the Fair
- \$750 application deposit
- a reference letter indicating previous trade shows/fairs/retail experience and performance
- WorkSafe BC clearance letter (due by July 27)
- Third party liability insurance (due by July 27)

We will not consider applications for the following:

- obscene or offensive products (as determined by the PNE)
- pocket knives, guns or drug paraphernalia
- raffles and/or solicitation of funds on behalf of charitable or non-profit organizations
- products not CSA approved
- counterfeit (knock off) products
- electronic cigarettes

### Booth Allocation

Every effort will be made to accommodate requests for specific booth spaces; however, final allocation will be made by the Exhibit Space Department. Should adjustments to the floor plan be deemed necessary, Exhibit Space reserves the right to relocate booths as required.

**Deadline to submit application  
is April 27, 2018.**

**We will continue to accept  
applications after deadline until all  
available spaces have been allocated.**

**Applicants will be notified of  
their applications status within  
45 days of submission.**





## License Agreement/ Contract Includes:

- 1 photo ID pass and 1 off-site parking pass (based on the value of a 10x10 space)  
(it is the responsibility of the exhibitor to purchase additional passes for their employees)
- Wireless internet access (login ID and password will be provided prior to Fair opening)

## PAYMENTS & TERMS

The Exhibit Space Department will start to generate Licence Agreements toward mid February. Payment will be due upon receipt of License Agreement with full balance by April 27, 2018. License agreements issued after June 1 will be 100% due on receipt.

Payments for all charges under your license area agreement (contract) may be paid by credit card, cash, cheque or money order.

## WorkSafe BC

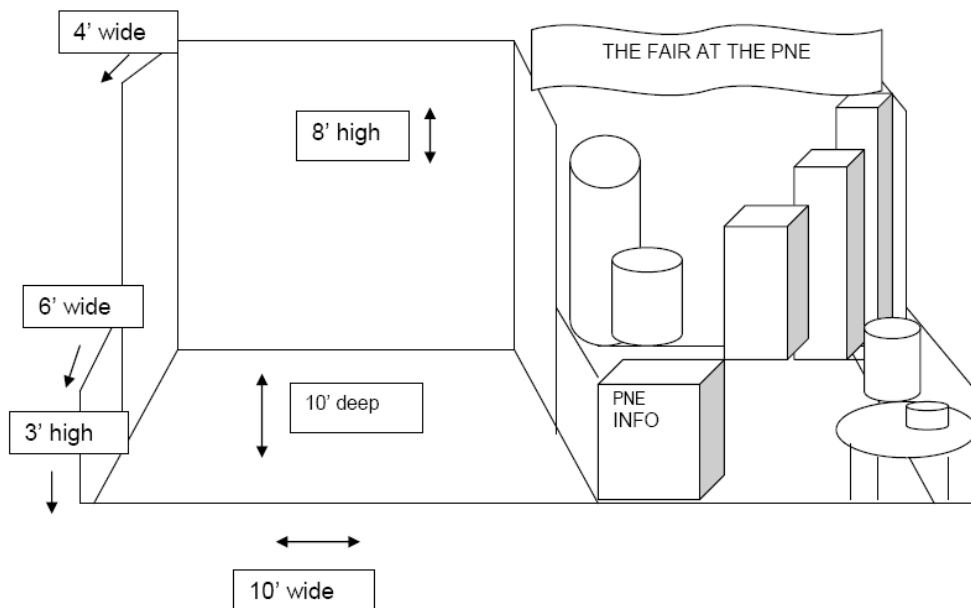
WorkSafe BC registration is required by law for all licensees including out-of-province employers employing workers for 15 or more days per year in BC. Certain exceptions apply for sole proprietors, employing unpaid family members, and those who use volunteers.

For more information, please contact WCB at 604.244.6181, toll-free within BC at 1-888.922.2768 or visit their website at [www.worksafebc.com](http://www.worksafebc.com).

## MINIMUM BOOTH STANDARDS & GUIDELINES

- Back wall height restriction is eight feet (8'). Booths have step-down sidewalls as illustrated below. To ensure that exhibitors have a good sightline from the aisle, displays must not exceed the drapery.
- Electrical is a mandatory service and charged per 10x10 booth.
- Exhibitors must confine their exhibit and all other exhibit activities including distribution of advertising material within the limits of their allotted space. Salespeople are prohibited from operating in the aisle or in any other location on the Exhibition site.
- Tables must be fully and professionally skirted. Floor coverings and carpet must be properly secured, clean, in good condition and covering the exact dimensions of the booth.
- Product should be attractively presented with adequate light to effectively display it.
- All sales must be in Canadian funds or US equivalent at an exchange rate determined by the PNE. Refund policy and payment options should be displayed at the point of purchase.
- All signs must be professionally lettered. Hand written signs **will not** be accepted, including signage indicating prices.
- Booths should be equipped with appropriate fire extinguishers.
- Have realistic objectives. The number of qualified staff, point-of-purchase display, marketability of your product, and aesthetics of your booth and display will dictate your overall success more than the number of visitors who will walk past your booth.

### A. PNE STEP DOWN DRAPED BOOTH SET UP





## LIABILITY INSURANCE

Third party liability insurance certificate is mandatory and must be provided to Exhibit Space by July 27. **\$150 fine for late submissions.**

The following conditions must be included in the certificate:

- minimum \$2 Million per occurrence including \$2 Million for bodily injury and death and property damage
- name both City of Vancouver and Pacific National Exhibition as additional insured

## PARKING

Overnight parking is prohibited. We do not have the space to accommodate RV parking or trailer storage.

Exhibitors will have a designated offsite parking area. Details to follow once contracted.



## IMPORTING GOODS

If you are bringing merchandise into Canada, a customs broker can determine the proper customs tariff classification, duties and taxes payable for your goods. They will facilitate the clearance of your goods through customs, prepare and file the necessary customs forms and arrange for payment of duties. There is a brokerage fee for this service.

For complete information on bringing merchandise into Canada, we suggest you contact your customs broker, or visit the website of Canada Border Services Agency at [www.cbsa-asfc.gc.ca](http://www.cbsa-asfc.gc.ca), or contact local customs broker, Davidson & Sons at 604.681.5132, [www.davidsonandsons.com](http://www.davidsonandsons.com)

**It is strongly recommended that all companies refrain from making arrangements to participate until they have received in writing, confirmation that their application has been accepted**

**Exhibitors must have their booth(s) fully operational and ready for the public by 10:45am. You must remain open until closing time. Failure to do so could result in your contract being terminated.**

## RATES

*Rates are for the full 17-day Fair, not inclusive of applicable taxes*

### Direct Sales/Exhibit Only:

10x10 .....	\$2600.00 (@\$26.00/sq ft)
15x10 .....	\$3900.00 (@\$26.00/sq ft)
20x10 .....	\$5200.00 (@\$26.00/sq ft)

### End cap (side-by-side corners):

10x20 .....	\$6579.49
Corner Booth (additional cost): .....	\$250.00

*Food, Beverages, Candy, Nuts, Novelty & Specialty Items – minimum vs 25%*

### Electrical (plus applicable taxes):

750 Watts (10x10 and 15x10) .....	\$150.00
2x750 Watts (20x10) .....	\$250.00

*Trouble calls: \$85 minimum per hour and cost of materials will be charged for repairing electrical problems due to exhibitor's electrical equipment and panels being defective and/or not conforming to the Canadian Electrical Code as well as overloading.*

### Water/Sewer (plus applicable taxes):

Water/Sewer .....	\$100.00
Sink Rental .....	\$285.00

### Gate And Parking Passes

*For Security reasons, all exhibitors and their respective employees are now mandated to purchase and visibly wear PNE Exhibitor Photo ID badges.*

*Complimentary gate and parking passes are included in rental fees and are allocated on a sliding scale based on the amount of booth rent paid. For example: 10x10 booth will be allotted one 17-day photo ID and one offsite parking pass. Passes provided with booths are non-refundable and non-transferable.*

### Exhibitor Passes (including taxes):

Fair (17 days) Photo ID pass .....	TBD
Daily gate admission pass .....	TBD

*Note: Accessible parking is available on site for those with a handicap decal and must be purchased in person at the Pass Office with Parking Dept. approval. To submit your request for accessible parking pass in advance, please email [exhibitspace@pne.ca](mailto:exhibitspace@pne.ca).*

*Daily parking and 17-day parking is not available on site. RV trailer, motor home or storage is subject to approvals.*

### Canadian Association of Fairs and Exhibitions (C.A.F.E.)

*A C.A.F.E. Participating Levy will apply to all booths, attractions, games and rides locations. (C.A.F.E. annual paid members—members in good standing—will not be charged.)*

*Non C.A.F.E. Members—\$20.00 per booth location up to maximum of \$400 per event per company/operator. (No tax)*





Good luck to  
all applicants  
& thank you  
for your interest  
in the Fair  
at the PNE.

## TYPE OF BOOTHS:

- **Direct Sales**—selling of products or services on site
- **Exhibit Only**—product display for order taking
- **Pitch Booths** are booths using microphones
- **Prize Draws and Give-Aways** also require special applications forms. Applications must include a draft of the prize draw ballot showing draw date, prize and value and rules and regulations. All prizes or give-aways must be completely free with no demonstrations or purchase necessary and should reflect the product or services exhibited in the booth. Prizes and give-away items should not conflict with merchandise sold by other exhibitors. Balloons, stickers and gum will not be approved for give-aways. Raffles, games of chance and taking donations are not permitted.
- **Food and Sampling Booths** also require a special application to the health department. Licensees must also provide a double sink with hot and cold running water and may need longer than usual hoses to attach to services. Limited locations available.

