



## MARKETPLACE BUILDING

## 2019 Application

### OFFICE USE ONLY

<b>CODE:</b>	<b>BASIC FEES BEFORE TAXES</b>	
Order # _____	Booth _____	Total Fees: \$ _____
Location _____	Corner _____	Deposit Rec'd _____
Booth(S) _____	Power _____	Mm/Dd/Yy
Size: C / I _____ X _____	Water _____	C.C. _____ Cheque _____
	C.A.F.E. Levy _____	
	Service Charge _____	
	Other _____	

### EXHIBITOR'S CONTACT INFORMATION

Company name		Booth name (on signage)	
Contact name		Title	
Address		Suite #	City
Province/State		Postal code/Zip code	Country
Phone (required)	Mobile	Fax	
Email (required)		Website	
Alternate contact name		Alternate contact phone	

### PRODUCTS/SERVICES

<input type="checkbox"/> Direct Sales	<input type="checkbox"/> Exhibit Only	<input type="checkbox"/> Pitch Booth (microphone)	<input type="checkbox"/> Personal Services*
<input type="checkbox"/> Sampling*	<input type="checkbox"/> Prize Draw/Giveaway*		

\* If Personal Services, Sampling and/or Prize Draw/Giveaway are part of your exhibit, additional forms are required. Please download forms from the PNE website at [www.pne.ca](http://www.pne.ca); complete and send in with this application.

### PRODUCT CATEGORY (PLEASE CHECK AT LEAST ONE)

<input type="checkbox"/> Beauty & Body Care	<input type="checkbox"/> Electronic Accessories	<input type="checkbox"/> Fashion: Clothing	<input type="checkbox"/> Food & Drink
<input type="checkbox"/> Home Décor	<input type="checkbox"/> Household Products	<input type="checkbox"/> Fashion: Shoes	<input type="checkbox"/> Jewellery
<input type="checkbox"/> Kitchen & Bath	<input type="checkbox"/> Lifestyle & Leisure	<input type="checkbox"/> Personal Health Care	<input type="checkbox"/> Pet Products
<input type="checkbox"/> Sporting Goods	<input type="checkbox"/> Tableware & Cookware	<input type="checkbox"/> Toys/Hobbies/Games	<input type="checkbox"/> Visual Art
<input type="checkbox"/> Other			

Would you like to have your company and product information listed on the PNE's website?  YES  NO  
If yes, please provide your direct link: \_\_\_\_\_

## PRODUCT LISTING

Please supply a full description of the products you wish to sell or exhibit, including brand names, brochures and photos. Use a separate sheet if necessary. Products from your list will be reviewed and only approved items will be listed on the license agreement.


## BOOTH SPACE REQUIREMENT (Minimum size is 10' x 10')

<input type="checkbox"/> 10' x 10' ..... <b>\$2,650</b>	<input type="checkbox"/> 15' x 10' ..... <b>\$3,975</b>	<input type="checkbox"/> 20' x 10' ..... <b>\$5,300</b>	<input type="checkbox"/> Other: _____
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## BOOTH RATE (Does not include: C.A.F.E. Levy, Electrical, applicable taxes or other additional services)

\$26.00 per square foot (Standard Booth)	\$7,739.41 (End Cap Pitch Booth)
change to \$6,710.00 (End Cap: Side by Side Corners)	Additional \$250.00 - Corner Booth
\$37.00 per square foot (Pitch Booth)	

## PNE SUPPLIED SERVICES (ADDITIONAL COST), PLUS APPLICABLE TAXES

Electrical Outlet (Minimum one outlet will be installed per booth)	
<input type="checkbox"/> 750 Watts per 10' x 10' and 15' x 10' Booths, \$150	<input type="checkbox"/> 1,500 Watts per 20' x 10' Booth, \$250
<input type="checkbox"/> Water / Sewer, \$100	

## C.A.F.E. MEMBERSHIP

Are you a C.A.F.E. member?  YES  NO C.A.F.E. Membership# \_\_\_\_\_

**Non Members:** A \$20.00 per booth C.A.F.E. Mandatory Levy will be assessed. No taxes added.

## WORKSAFE BC (WCB)

WorkSafe BC Registration #: \_\_\_\_\_

WorkSafe BC non-registration (reason for ineligibility): \_\_\_\_\_

A Clearance Letter from WCB is required as well. Fax the WCB Clearance Letter to 604.252.3635, Attn: Exhibit Space, or email [exhibitsales@pne.ca](mailto:exhibitsales@pne.ca)

## INSURANCE (NOTE: The insurance broker/company used, must be licensed to conduct business within the province of BC)

An original Insurance Certificate must be submitted by **July 26, 2019** or you may not be permitted to open your exhibit.

The following information must be included in the Certificate:

- \$2 Million minimum coverage per occurrence including \$2 Million for bodily Injury and death or property damage
- Must name both **PNE and the City of Vancouver** as Additional Insured to be valid
- The insured name must be the same as Licensee Company name on your License Agreement.

- I will provide my own Event Liability Insurance Certificate  
 I don't have my own insurance broker/company\*

\*If application accepted, I will download and complete an Event Liability Insurance form (Pat Anderson Insurance) from the PNE website and submit it directly to the Insurance Agency.

**PAYMENT OPTIONS (NOTE: A MANDATORY DEPOSIT OF \$750 PER BOOTH MUST ACCOMPANY ALL APPLICATIONS)**

It is understood this deposit will be applied to the exhibitor's account if the application is accepted, or returned if the application is not accepted by the PNE. Once accepted, the deposit is **non-refundable**.

**OPTION 1 (CHEQUE/CERTIFIED CHEQUE/MONEY ORDER)**

Payable to: Pacific National Exhibition

Enclosed in the amount of \$ \_\_\_\_\_

**OPTION 2 (CREDIT CARD)**

I authorize the PNE to take payment from my credit card for the following amounts:

Please charge \$ \_\_\_\_\_ CAD to the following credit card:  VISA  MasterCard  AMEX

Credit Card # \_\_\_\_\_ Expiry: \_\_\_\_/\_\_\_\_ CVC: \_\_\_\_\_

Cardholder Name (Please print) \_\_\_\_\_

Authorized Signature \_\_\_\_\_

**Note:** Your signature above authorizes any subsequent payments to be automatically processed to your credit card on payment due dates. Credit card payments charged under the name of Pacific National Exhibition

**EXHIBITOR GUIDELINES (PLEASE READ CAREFULLY)**

If your application is accepted, the following guidelines will apply.

1. The PNE Rules and Regulations governing exhibits shall take precedence over the Exhibitor Guidelines. The PNE Rules and Regulations form part of your License Agreement. Copies of the PNE Rules and Regulations are available at [www.pne.ca](http://www.pne.ca) on the Exhibit Space information page.
2. Only those individual products approved by the PNE and listed on the License Agreement may be sold.
3. Every effort will be made to accommodate requests for specific booth spaces, however final allocations will be made by the PNE Exhibit Selection Committee. In addition, should adjustments to the floor plan be deemed necessary the PNE reserves the right to relocate booths as required at any time.
4. Subletting is not permitted.
5. Absolutely no handwritten signs will be allowed. All signage must be professionally done.
6. No merchandise or décor is to be displayed beyond the front edge of the booth.
7. The exhibitors shall keep all exhibits in clean and tidy condition. Sweeping, dusting, removal of refuse, etc shall be done at each closing. Refuse must be placed in appropriate bins located outside the building.
8. All storage material is to be incorporated into the sales area. It must not be visible to the public.
9. The PNE reserves the right to reject or accept any application for rental space or a licensee at any time for any reason.
10. A \$750 deposit must accompany all applications.
11. If, for any reason, a contract is cancelled by the exhibitor/licensee or by the PNE for any reason whatsoever, the following fee will be retained by the PNE:
  - i) Prior to June 1, 2019, fifty percent (50%) of the total contract price
  - ii) After June 1, 2019, one hundred (100%) of the total contract price
 Contracts/licenses may be cancelled by the PNE for any reason that in its sole discretion, it determines appropriate including (but not limited to) situations where, for example, exhibitors/licensees fail to occupy the space allotted to them with the exhibit specified on their contract and fail to be fully operational by noon of the day preceding the first exhibition day.
12. Exhibitors must be in place and fully operational no later than Saturday, August 17, 2019 at 10:00 am or the exhibitor may forfeit contract and rental fee.
13. The original insurance certificate for \$2 million each public liability and property damage must be provided to the PNE by July 26, 2019 or you may not be allowed to open your exhibit.
14. All exhibits must comply with all regulation established by the Electrical Safety Authority, Vancouver Coastal Health, Health Canada and City of Vancouver and subject to a \$150.00 late fee.
15. Breaking any of the rules and regulations of the PNE may (at the discretion of the PNE) result in the cancellation of the contract and immediate removal of any exhibit at the exhibitor's/licensee's expense. The PNE determines what constitutes a breach or default under the PNE's rules and regulations and its decision is final.
16. The PNE is not liable to any exhibitor/licensee for any damages it may suffer as a result of its participation in the PNE.

I have read the above "Exhibitor Guidelines" and agree to abide by them in their entirety. I recognize that failure to abide by the "Exhibitor Guidelines" and the complete "PNE Rules and Regulations" could result in termination of my contract.

Name (Please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return the completed and signed "Exhibit Space Application" with payment to:

Attn: Exhibit Space, Pacific National Exhibition  
 2901 Hastings St, Hastings Park, Vancouver, BC V5K 5J1  
 Fax: 604.251.7761 or Email: [exhibitsales@pne.ca](mailto:exhibitsales@pne.ca)