



OUTSIDE GROUNDS – FOOD & BEVERAGE

2019 Application

OFFICE USE ONLY

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

PRODUCT LISTING

Please list the food product description, portion size and price for each menu item you wish to sell. Attach a separate sheet if necessary.

BOOTH SPACE REQUIREMENT

Total Square Footage includes open awnings, overhangs, prep/storage, seating, non-removable hitches, etc.

Booth: _____ W x _____ D = _____ sq. ft.	No. of Service Sides: _____	Height of Booth: _____ ft.
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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: _____

BOOTH RATE (Does not include: C.A.F.E. Levy, Electrical, applicable taxes or other additional services)

\$1575.00 vs. 25% (225 sq. ft. or less)

\$7.00 / sq. ft. (over 225 sq. ft.)

OUTSIDE ELECTRICAL (ADDITIONAL COST), PLUS APPLICABLE TAXES

Please read the online Exhibitor Information Guidebook, Section B.1.2.B, for electrical connection requirements.

 1 x Standard 15A/120V, \$150 2 x Standard 15A/120V (maximum 2 extension cords), \$300 120/208V-30A, 1 phase, \$300**

** For 30A service you are required to use an electrical panel box connected to a minimum 50ft. length of portable power cables with a 30A 4 wire (#10 AWG) 125/250 volt male twist lock cord cap (single phase).

 Supply own panel box or Rent PNE panel box (\$175) 120/208V-60A, 1 phase, \$600 120/208V-100A, 1 phase, \$1,000 120/208V-100A, 3 phase \$1,100 120/208V-200A, 3 phase, \$2,200 Other _____ I USE A GENERATOR I USE PROPANE (Licensee must arrange with propane contractor)**OUTSIDE WATER / SEWER (ADDITIONAL COST), PLUS APPLICABLE TAXES** Cold Water / Sewer (Mandatory for all Food booths), \$200**ENVIRONMENTAL / SUSTAINABILITY PARTICIPATION AND INITIATIVES**

Please check PNE environmental disposal services required for your booth

 Compost bin (pre-consumer waste) Plastics recycling (#1-7) Cardboard Grease barrel Other (please specify): _____

Please list all environmental / sustainability initiatives your company implements (i.e. LED lighting, ENERGY STAR equipment, recycling, etc.)

NOTE: Use of polystyrene foam (Styrofoam) containers or serviceware is not permitted.

C.A.F.E. MEMBERSHIPAre 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

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 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 and subject to a \$150.00 late fee
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: 604.252.3635 or Email: exhibitsales@pne.ca