



Outside Grounds

The Outside Grounds of the Fair at the PNE features space for food concessionaires as well as vendors of a wide variety of products and services. Space is available along major walkways, as our diverse range of guests travel from show to show throughout our 110 acre park.

OPERATING HOURS

August 17 to September 2, 2019
11:00am to 11:00pm
Closed Monday, August 19 & 26

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

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 of the grounds.

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 26)
- Third party liability insurance (due by July 26)

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
- religious groups/political groups/special interest advocacy groups

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 26, 2019.**

**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 – “Pay Per Play”

PAYMENTS & TERMS

The Exhibit Space Department will start to generate Licence Agreements toward mid April. Payment will be due upon receipt of License Agreement with full balance by May 31, 2019. 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.

MINIMUM BOOTH STANDARDS & GUIDELINES

- The minimum booth size is 10 x 10 and the minimum fee of 225 square feet is charged for booth 225 square feet or less.
- Booth fees are for space only.
- You must provide your own marquee-type tent (no pop-up tents allowed), lights, subfloors and professional signage (no handwritten signs allowed).
- Booths placed on grass and food booths must have sub-floors.
- All concessions and percentage exhibitors will be required to use an approved cash register. (Mandatory Requirements: Non resettable Z totals and Z counter, consecutive transaction numbers, detail tape with time, date and till ID and pricing screen for customer).
- You are required to provide an electrical panel box connected to a minimum 50 foot length of portable power cable with a 30 amp 4 wire (#10AWG) 125/250 Volt male twist lock cord cap (single phase). If you do not provide the proper cable connection and/or panel box, you will be required to rent one from the PNE.
- Electrical is mandatory and charged per booth.
- Exhibitors must confine their exhibit and all other exhibit activities including distribution of advertising material within the limits of their allotted space. Sales people 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.
- 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.





LIABILITY INSURANCE

Third party liability insurance certificate is mandatory and must be provided to Exhibit Space by July 26. **\$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, or contact local customs broker, Davidson & Sons at 604.681.5132, 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.

All Outside Marketplace exhibitors must be ready for the soft opening by 10:20am.

RATES

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

Food Concessions

\$7.00/sq ft versus 25%

Outdoor Products/Services

10x10	\$3,675
20x10	\$4,385
20x20	\$5,218

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

Electrical (plus applicable taxes):

15 amps:	\$150
30 amps:	\$300
60 amps:	\$600
100 amps - 1 Phase	\$1,000
100 amps - 3 Phase	\$1,100
200 amps - 3 Phase	\$2,200

Outside electrical power is installed and serviced by the PNE Electrical Department.

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	\$200.00
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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 and 10x15 booths 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):

Photo ID	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 and approved by Parking Dept.

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

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.)