



## EXHIBIT SPACE

### OUTSIDE GROUNDS – PRODUCTS/SERVICES

2022 Application

#### OFFICE USE ONLY

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

#### EXHIBITOR'S CONTACT INFORMATION

Company name		Booth name (on signage)	
Contact name		Title	
Address		Suite #	City
Province/State		Postal/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"/> 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	<input type="checkbox"/> Home Décor
<input type="checkbox"/> Home Improvement	<input type="checkbox"/> Household Products	<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	<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?	<input type="checkbox"/> YES <input type="checkbox"/> 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.

## BOOTH SPACE REQUIREMENT (Minimum size is 10' x 10'. Must supply your own marquee type tent)

10' x 10' ..... **\$3,800**                       20' x 10' ..... **\$4,500**                       20' x 20' ..... **\$5,350**

## 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, \$240                       2 x Standard 15A/120V (maximum 2 extension cords), \$480

120/208V-30A, 1 phase, \$480\*\*

\*\* 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).

To match our distribution, the Nema configuration for a 30A Single Phase cord end is L14-30 and Three Phase is L21-30.

All cables must be sized correctly according to CEC Standards, 24th Edition.

If you do not provide the proper cable connection and/or panel box, you will be required to rent one from the PNE.

120/208V-60A, 1 phase, \$960                       120/208V-100A, 1 phase,                       120/208V-100A, 3 phase \$1,750

120/208V-200A, 3 phase, \$3,200                       Other \_\_\_\_\_

I USE A GENERATOR                       I USE PROPANE (Licensee must arrange with propane contractor)                       Water, \$280

## C.A.F.E. MEMBERSHIP

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

**Non Members:** A \$27 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. Email to [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 24, 2022** 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.

## 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 plus a 2.75% credit card fee:

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. Exhibitor Information Guidelines form part of your License Agreement. Copies 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, 2022, fifty percent (50%) of the total contract price
  - ii) After June 1, 2022, one hundred (100%) of the total contract priceContracts/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 20, 2022 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 24, 2022 or you may not be allowed to open your exhibit and will be subject to a \$150 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.
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.
17. All exhibitors and their staff must abide by PNE COVID-19 Rules & Regulations.
18. All Vendors & Exhibitors must read, sign and return the PNE Vendor & Exhibitor Health & Safety Program prior to setting up on site. Located in the Exhibitor Information Guidebook.

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

Email: [exhibitsales@pne.ca](mailto:exhibitsales@pne.ca)