



EXHIBIT SPACE

OUTSIDE GROUNDS – ARTISAN HUTS WESTLINE MARKETPLACE

2022 Application

OFFICE USE ONLY

CODE:	BASIC FEES BEFORE TAXES	
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
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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: _____

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 - 8' X 8' HUTS Hours: 11pm-11pm

August 20-28: 8 days, \$1,325, Including 15 amps, plus taxes August 30-September 7: 7 days, \$995, including 15 amps plus taxes

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

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)

Please invoice me at:

Email address: _____ in the amount of \$ _____

I acknowledge that there is a credit card service fee of 2.75% in addition to my deposit amount.

NOTE: Credit Card payments charged under the name of Pacific National Exhibition. Invoice will be sent via Authorize.net

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 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" to:

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

Email: exhibitsales@pne.ca