

EXHIBIT SPACE



Operating Hours

August 19 to September 4, 2023
11:00 am to 11:00 pm
Closed Monday, August 21 & 28

Contact Us

604.251.7754
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

Vancouver Coastal Health
(604)675-3800

www.vch.ca

PAL Canada Insurance www.palcanada.com

Deadline to submit application is March 31, 2023.

We will continue to accept applications after deadline until all available spaces have been allocated.

Applicants will be notified of their applications status within 30 days of submission.

Outside Grounds

The Outside Grounds of the PNE Fair 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.

Exhibit Criteria

Applications are considered based on overall presentation — booth set up display and product/service balance of the grounds.

The following must be submitted with your application:

- 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 PNE Fair
- Food Concession application must include a layout showing total square footage required for trailer and back of house and total electrical requirement

We will not consider applications for the following:

- obscene or offensive products (as determined by the PNE)
- pocketknives, 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.



EXHIBIT SPACE

Liability Insurance

Third party liability insurance certificate is mandatory and must be provided to Exhibit Space by July 24.

\$100 fine for late submissions.

The following must be included in the certificate:

1. The insured name on the Certificate must be the same as Licensee Company name on your License Agreement.
2. Minimum \$2 Million per occurrence including \$2 Million for bodily injury and death and property damage.
3. Both City of Vancouver and Pacific National Exhibition must be named as additional insured.

Canadian Association of Fairs and Exhibitions (C.A.F.E.)

A C.A.F.E. Participating Levy of \$27 will apply to each booth and attractions. (C.A.F.E. Members in good standing will not be charged).

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: phone: 604.244.6181
toll-free within BC: 1.888.922.2768 website: 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.
- 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. Salespeople 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.
- **NO Handwritten** signs will be accepted, including signage indicating prices. All signs must be professionally lettered.
- 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.
- Exhibitors must have their booth(s) fully operational and ready for the public by 10:45 am. You must remain open until closing time. Failure to do so will result in a \$75 fine per occurrence.
- Feature Market Hut exhibitors must be ready for soft opening by 10:20 am.



PNE FAIR

EXHIBIT SPACE



License Agreement includes: Merchandise Vendors:

- 2-15 day gate pass and 1 offsite parking pass (based on up to 200 square feet space).

Food Vendors:

- 2-15 day gate pass & 2 offsite

*Passes are included in rental fees and are allocated on a sliding scale based on the amount of booth rent paid.

It is the responsibility of the exhibitor to purchase additional passes for their employees.

Payments & Terms

The Exhibit Space Department will start to generate License Agreements toward mid-April. Payment will be due upon receipt of License Agreement with full balance by May 31. 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 (credit card fee may be applied), cheque, or money order.



Rates

Rates are for the full 15-day Fair, not inclusive of applicable taxes

Outdoor Products/Services

10x10	\$3,800
20x10	\$4,500
20x20	\$5,350

Food Concessions

Food, Beverages, Candy, Nuts, Novelty & Specialty Items will be charged Minimum vs 25% & 1% processing fee and will be required to use the PNE supplied POS system.

\$7 per square foot

*Minimum of 225 square feet

Electrical (plus applicable taxes)

15 amps:.....	\$240
30 amps:.....	\$480
60 amps:.....	\$960
100 amps – 1 Phase.....	\$1,600
100 amps - 3 Phase	\$1,750
200 amps - 3 Phase	\$3,200

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

Food Trucks must provide the proper cable connections and sized correctly to the service requested to CEC Standards, 24th Edition.

Trouble calls: \$125 minimum per hour and cost of materials.

Water/Sewer (plus applicable taxes)

Water/Sewer..... \$280

Gate And Parking Passes

For security reasons, all exhibitors and their respective employees are mandated to purchase and visibly wear PNE Exhibitor 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. Passes provided with booths are non- refundable and non-transferable.

Exhibitor Passes (including taxes)

Fair (15 days) gate pass.....\$49

Daily gate admission pass..... \$12

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. Please email your request in advance for accessible parking to exhibitspace@pne.ca

Exhibitors will have a designated offsite parking area. Overnight parking is prohibited.

*Please note there is **NO RV Parking** onsite.

New to the 2023 PNE Fair "Outdoor Pop-Up Market Huts"

Our Pop-Up Market Huts give new and upcoming vendors the opportunity to sell at our Fair for a limited 8 or 7 day engagement.

Sat. Aug 19 – Sun, Aug 27- 8 days

Rate: \$2120

(plus applicable taxes & \$27 C.A.F.E. Fee)

Tues. Aug 29 – Mon. Sept 4 – 7 days

Rate: \$1855

(plus applicable taxes & \$27 C.A.F.E. Fee)

Includes Market Hut Rental, 15 amps and 2 Day Passes & 1 Day Offsite Parking Per Day.

