

## EXHIBIT SPACE

### The Market & Taste Showcase

**The Market (Forum Building):** A shopper's paradise, it features a variety of fashion & accessories, beauty & body care, health & wellness, home décor, home improvement and electronic accessories.

**\*The north end of The Market will house a feature exhibit.**

**Taste Showcase (Rollerland Building):** NEW! Taste Showcase will include a cooking stage featuring local culinary talent, daily programming, and vendor booths selling specialty food products and kitchen accessories.



#### 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

Levy Show Service  
604.277.1726

PAL Canada Insurance  
www.palcanada.com

#### Early Bird Rate

Applications must be received by March 15 and if accepted, payment must be paid in full by April 30 to qualify

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

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

#### Exhibit Criteria

Applications are considered based on overall presentation of uniqueness of product/service, professionalism, booth presentation, space availability within product category.

**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 Fair

**We will not consider applications for the following:**

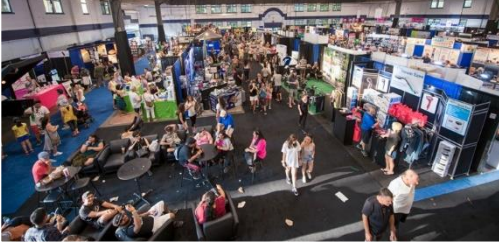
- obscene or offensive products (as determined by the PNE)
- pocketknives, guns or drug paraphernalia
- raffles and/or solicitation of funds on behalf of charitable or non-profit organizations
- products not CSA approved
- counterfeit (knock off) products
- electronic cigarettes

#### Booth Allocation

Every effort will be made to accommodate requests for specific booth spaces; however, final allocation will be made by the PNE Manager. 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.

### WorkSafe BC

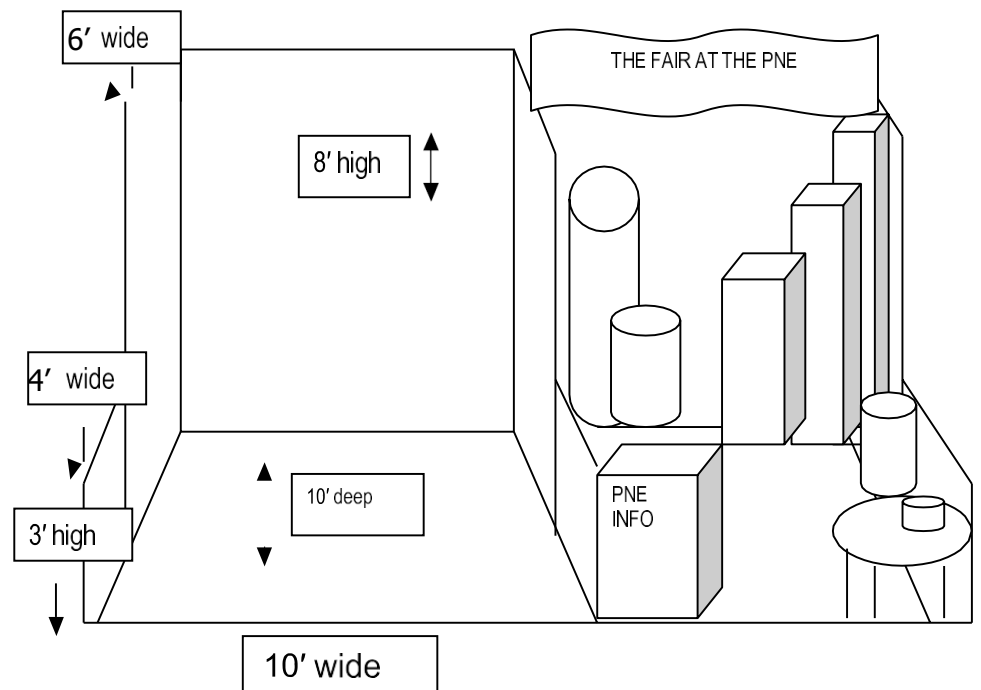
WorkSafe BC registration is required by law for all licensees including out-of-province employers employing workers for 15 or more days per year in BC.

Certain exceptions apply for sole proprietors, employing unpaid family members, and those who use volunteers.

For more information, please contact WorkSafe BC at:  
 phone: 604.244.6181  
 toll-free within BC: 1.888.922.2768  
 website: [www.worksafebc.com](http://www.worksafebc.com)

### Minimum Booth Standards & Guidelines

- Back wall height restriction is eight feet (8'). Booths have step-down sidewalls as illustrated below. To ensure that exhibitors have a good sightline from the aisle, displays **must not** exceed the drapery.
- Electrical is a mandatory service and charged per 10x10 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.
- You must install floor coverings or carpet, be properly secured, clean, in good condition and covering the exact dimensions of the booth. Tables must be fully and professionally skirted.
- Product should be attractively presented with adequate light to effectively display it.
- All sales must be in Canadian funds. Refund policy and payment options should be displayed at the point of purchase.
- **NO Handwritten** signs will be allowed including signs 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.



# PNE FAIR

## EXHIBIT SPACE



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 will result in a \$75 fine per occurrence.

### License Agreement includes:

1-15 day gate pass and 1 off-site parking pass (based on up to a 15 x 10 space).

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

Wireless internet access for the building (login ID and password will be provided prior to Fair opening)

### Payments & Terms

License agreements for approved Early Bird applications will be generated mid-March and must be paid in full by April 30 to qualify for the discount.

License agreements issued after May 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

#### Direct Sales/Exhibit Only:

##### Early Bird Rate-\*refer to below

10x10.....	\$2,800
15x10.....	\$4,200
20x10.....	\$5,600

##### End cap (side-by-side corners):

20x10.....	\$6,890
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**\*The Market Applications must be received by March 15 and if accepted, payment must be paid in full by April 30 to qualify.**

**Additional \$100 will be added to the above rates for The Market applications received between March 16 -May 15**

**An additional \$175 will be added to the above rates for The Market applications received after May 16.**

#### Additional Charges:

Corner Booth.....	\$260
Pitch Booth .....	\$38 per sq. ft.

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

#### Electrical (plus applicable taxes):

750 Watts (10x10 and 15x10).....	\$175
2x750 Watts (20x10).....	\$275

Trouble calls: \$125 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.....	\$100
Sink Rental .....	\$400

### Gate And Parking Passes

For security reasons, all exhibitors and their respective employees are now mandated to purchase and visibly wear PNE Exhibitor 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 with Parking Dept. approval. Please email your request in advance for accessible parking to [exhibitsales@pne.ca](mailto:exhibitsales@pne.ca).

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

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

### 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).





**Good luck to  
all applicants  
& thank you  
for your interest  
in the 2023 Fair  
at the PNE.**



### Type of Booths

- **Direct Sales**—selling of products or services on site
- **Exhibit Only**—product display for order taking
- **Pitch Booths** are booths using microphones
- **Giveaways & Sampling** requires approval. After acceptance, please email Exhibit Space with the information about your giveaways or sampling. It must be completely free with no demonstrations or purchase necessary and should reflect the product or services exhibited in the booth. Giveaway items should not conflict with merchandise sold by other exhibitors. Balloons, stickers and gum will not be approved for giveaways. Raffles, games of chance and taking donations are not permitted.
- **Food and Sampling Booths** will be required to submit a Temporary Food application to the Vancouver Health Department. Food Licensees must also provide a double sink with hot and cold running water and may need longer than usual hoses to attach to services. Limited locations available.

### Importing Goods

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](http://www.cbsa-asfc.gc.ca), or contact local customs broker, Davidson & Sons at 604.681.5132, [www.davidsonandsons.com](http://www.davidsonandsons.com)

