

# VENDOR APPLICATION GUIDE



August 16 – September 1, 2025

# PNE FAIR

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## VENDOR APPLICATION GUIDE

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## Deadlines

**Application deadline:** **March 14**

Applications will be accepted after the deadline until all available spaces have been allocated.

Application instructions and link can be found at:  
[www.pne.ca/fair-vendors](http://www.pne.ca/fair-vendors)

**Application status notification:** **March 28**

Applications received by the March 14 deadline will be notified of their status by March 28. (accepted/not accepted/waitlisted)

**Confirmation:** **Within a week of acceptance**

To confirm your participation, a \$1,000 non-refundable deposit must be paid within one week of receiving your invitation to be a vendor. If the deposit is not received within this timeframe, your spot will be considered available and will no longer be held for you.

**Documents deadline:** **May 8**

Vendors must submit Signed Contracts, Liability Insurance, and WorkSafe Clearance Letter (or reason for exemption).

**Full booth payment due:** **July 10**

## Important Dates

**Food concession move-in:** **August 11–13**

**The Market presented by Interac & Pop-Up Hut move-in:** **August 14–15**

**PNE Fair:** **August 16–September 1, 11am–11pm**

Vendors must be fully operational and ready for the public by 10:45am.

All vendors must participate for the entire duration of the Fair.

## Vendor Categories

► **COMMISSION-BASED:**  
**Food concession and on-site services**

Vendors selling food and beverages intended for immediate consumption or on-site services or attractions.

Vendors must use the PNE-supplied Volanté POS systems and pay 25% of gross sales and an additional 1% processing fee.

► **FLAT RATE:**  
**Market vendor**

Vendors selling products or services intended to be used once the guest has left the Fair.



## Indoor - Market Vendor

### Rates

- 10x10 inline booth .....\$3,000
- 15x10 inline booth .....\$4,500
- 20x10 inline booth .....\$6,000
- End cap (side-by-side corners) .....\$7,200

Plus applicable taxes and \$27 C.A.F.E. fee

### Additional

- Includes two ID passes, one parking pass
  - Additional ID passes, each ..... \$65
  - Daily passes, each ..... \$15
- Minimum one outlet will be installed per booth
  - 750 watts per 10x10 and 15x10 booths .....\$200
  - 1500 watts per 20x10 booth..... \$300
- Water/sewer - per request, limited availability .....\$150
- Pitch rate (booth using microphone)..... \$1,000
- Extra cost for corner booth: ..... \$280

Plus applicable taxes



## Outdoor - The Market presented by Interac & Pop-Up Hut Vendor

### Rates

- One Pop-Up Hut.....\$4,400
- Plus applicable taxes and \$27 C.A.F.E. fee

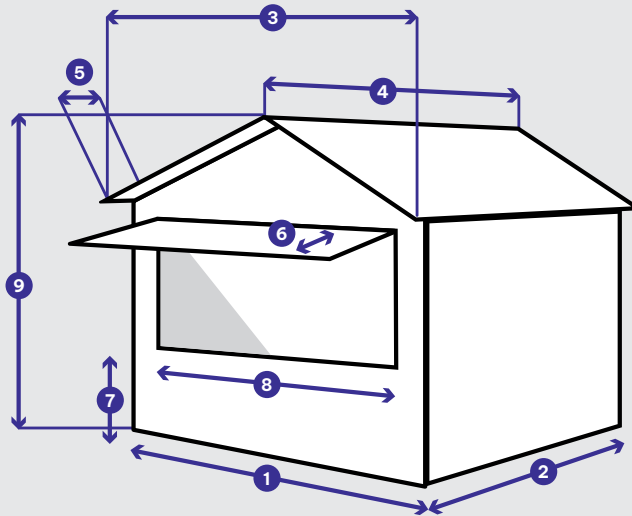
### Additional

- Includes two ID passes, one parking pass
    - Additional ID passes, each..... \$65
    - Daily passes, each..... \$15
  - Minimum one outlet will be installed per booth
    - 15 amps.....\$265
- Plus applicable taxes

### Dimensions

Outside Standard (cm)

1. 287
2. 225
3. 296
4. 270
5. 23
6. 256x106
7. 90
8. 250
9. 263



## Food Concessions and On-Site Services

### Rates

- Food Concessions and On-site Services are subject to a 25% commission on sales plus a 1% processing fee for using the mandatory PNE-supplied POS terminal.
- All sales must be processed through the PNE-provided terminal. Vendors must pay a refundable \$425 deposit fee per POS terminal.
- Space rental is charged at \$7 per square foot, with a minimum space requirement of 225 square feet. If the total commission exceeds the space rental fee, the rental fee will be refunded.

### Additional

- Includes four ID passes, two parking passes
  - Additional ID passes, each ..... \$65
  - Daily passes, each ..... \$15
- 15 amps ..... \$265
- 30 amps ..... \$530
- 60 amps ..... \$1,050
- 100 amps - 1 PHASE ..... \$1,900
- 100 amps - 3 PHASE ..... \$2,000
- 200 amps - 3 PHASE ..... \$3,500
- Water/sewer ..... \$310
- Waste management ..... \$175

PNE-supplied Electrical, Water/Sewer, and Waste Management are mandatory services

Plus applicable taxes



## Vendor Criteria

All applications go through a selection process and exhibitors will be approved based on a variety of criteria including:

- Uniqueness and appeal of the product
- Prior experience of selling within a market, tradeshow, or festival environment
- Attractive presentation/display
- Space availability
- Availability within product category

## Application Status

### Accepted:

Congratulations! You have been approved and our team will connect with you to the onboarding process. Please note that the agreement is only confirmed once we have received the required documents and payments and signed contracts have been signed by both parties

### Waitlisted:

Your application may be waitlisted due to late application submissions, booths offering similar products, limited space, or other factors. Our team will contact you if space becomes available.

### Not Accepted:

Your application may not be accepted due to an incomplete or insufficient application, products that are not C.S.A. approved (including products that infringe on copyright or trademarked logos), obscenities on products, products that conflict with PNE Fair Sponsorship contracts, displays that contain , tobacco or cannabis products, weapons, account that is not in good standing or various other factors.



## Giveaways, Personal Services and Food Sampling

- Giveaways and sampling requires approval. After acceptance, please email [Exhibit Space](#) with the information about your giveaways or sampling.
- Giveaways 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, personal services, and sampling booths will be required to submit a temporary application to the Vancouver Health Department.
- Food licensees must provide a double sink with hot and cold running water and may need longer-than-usual hoses to attach to services. Limited locations available.

## Prohibited

- 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
- Handwritten signs of any kind
- Outdoor cooking in tents
- Counterfeit (knock-off) products
- Electronic cigarettes
- Concession carts or sidewalk stands
- Exhibitors are not allowed to charge an additional/separate credit card transaction fee to the guest as a convenience fee
- Alcohol and drug sales

## Partners

Coca-Cola is the exclusive partner of the PNE Fair for soft drinks, juices, juice drinks, isotonic, energy drinks, ready-to-drink iced teas, bottled water, and carbonated / sparkling water. Vendors must purchase Coca-Cola products from the designated PNE Fair sales representative.





## Exhibitor Parking Passes

A limited quantity of exhibitor and parking passes is included in the rental fees. Passes provided with booths are non-refundable and non-transferable.

► Commission-based food vendors receive:

- Four ID pass cards
- Two parking passes per booth

► Flat rate market vendors receive:

- Two ID pass card
- One parking pass per booth

**Please note:**

- Accessible parking may be available on-site for those with a valid decal and must be purchased in person at the Pass Office with parking department approval.
- Exhibitors will have a designated off-site parking area.
- Additional parking passes are not available. Overnight parking is prohibited.
- There is NO RV Parking on-site.

## Contact Us

**PNE Fair & Festival Operations**

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

(604) 252-3688

[www.pne.ca/fair-vendors](http://www.pne.ca/fair-vendors)

**Pacific National Exhibition**

Attn: Exhibit Space

2901 East Hastings Street

Vancouver, BC V5K 5J1

