



EXHIBIT SPACE

MARKET PAVILION • 2017/18 Application

OFFICE USE ONLY

CODE:

Order # _____
 Booth(S) _____
 Size: C / I _____ X _____
 Booth Rate _____

Total Fees: \$ _____
 C.C. _____ Cheque _____

EXHIBITOR'S CONTACT INFORMATION

Company name		Booth name (on signage)	
Contact name		Title	
Address		Suite #	City
Province/State		Postal code/Zip code	Country
Phone (required)	Mobile	Fax	
Email (required)		Website	
Alternate contact name		Alternate contact phone	

PRODUCT CATEGORY (PLEASE CHECK AT LEAST ONE)

<input type="checkbox"/> Beauty & Body Care	<input type="checkbox"/> Electronic Accessories	<input type="checkbox"/> Fashion: Clothing	<input type="checkbox"/> Food & Drink
<input type="checkbox"/> Home Décor	<input type="checkbox"/> Household Products	<input type="checkbox"/> Fashion: Shoes	<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/Hobbies/Games	<input type="checkbox"/> Visual Art
<input type="checkbox"/> Other			



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. Products from your list will be reviewed and only approved items will be listed on the license agreement.

BOOTH SPACE REQUIREMENT (Minimum size is 10' x 10')

10' x 10' \$3,000* 20' x 10' \$4,500* Other: _____

* Plus applicable taxes
All rates include: heated booth space in the 40x60 Market Pavilion, generic lighting of the structure, pipe and drape, flooring, 1 table for 10x10 space or 2 tables for 10x20 space, and 1 parking space.

WORKSAFE BC (WCB)

WorkSafe BC Registration #: _____

WorkSafe BC non-registration (reason for ineligibility): _____

A Clearance Letter from WCB is required as well. Fax the WCB Clearance Letter to 604.251.7761, Attn: Exhibit Space, or email 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 **December 4, 2017** 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

It is understood this payment 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, final payment 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:

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. Vancouver Chinese Lantern Festival will operate from December 15 to January 21 (Sunday through Thursday from 5pm-10pm; Friday and Saturday from 5pm-11pm). Vendors must keep their booth open for business for each day that they have registered for. A penalty equal to one day's rent will be collected from any vendor for skipping each registered day before allowing them back into the market. More than one day of absence will lead to expulsion from the event and all remaining rent and security deposit will be forfeited.
2. The original insurance certificate for \$2 million each public liability and property damage must be provided to the PNE by December 4, 2017 or you may not be allowed to open your exhibit.
3. Vendors will not be permitted to enter the venue for set up after 4pm. All vehicles must leave the venue by 3:45pm and park at the designated parking areas. Any vendor violating these directions will incur a fine of \$100 per violation. Second violation will incur a fine of \$200 and third violation will lead to expulsion from the event and all remaining rent will be forfeited.
4. Exhibitors must be in place and fully operational no later than 4pm on the move in date or the exhibitor may forfeit contract and rental fee.
5. PNE will provide generic lighting of the structure, pipe and drape, flooring, 1 table for 10x10 space or 2 tables for 10x20 space. Vendors are responsible for their own extra tables, chairs and display counters inside their booth space.
6. A booth space (10x10 or 10x20) will be provided to all vendors. It is the vendor's responsibility to ensure that all poles, tarpaulins, signs, display materials, merchandise and any other items be adequately secured at all times in such a manner to avoid causing any injury or damage to persons or property under any type of weather conditions.
7. Absolutely no handwritten signs will be allowed. All signage must be professionally done. Every vendor should have a proper banner.
8. No merchandise or décor is to be displayed beyond the front edge of the booth.
9. The exhibitors shall keep all exhibits in clean and tidy condition.
10. All storage material is to be incorporated into the sales area. It must not be visible to the public.
11. Garbage bins at site are for customer use only. Vendors are responsible and required to leave personal garbage bags or cardboard boxes (flatten) only after the closing hours.
12. The PNE reserves the right to reject or accept any application for rental space or a licensee at any time for any reason.
13. Contracts/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 4pm of the day preceding the first exhibition day.
14. 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 audits decision is final.
15. The PNE is not liable to any exhibitor/licensee for any damages it may suffer as a result of its participation in the PNE.

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
 Fax: 604.251.7761 or Email: exhibitsales@pne.ca

