



# Focus On Christmas **TRADESHOW**

NOVEMBER 4 - 5, 2023

SATURDAY 10 AM - 5 PM

SUNDAY 10AM - 4PM

PRINCE ALBERT EXHIBITION CENTRE

815 EXHIBITION DRIVE

PRINCE ALBERT, SK





**Please complete and return with FULL PAYMENT to Prince Albert Exhibition Association,  
Box 1538 Prince Albert, SK S6V 5T1 • P: 306-764-1711 • F: 306-764-5246 •**

Note: Cancellations prior to October 6, 2023. will be subject to a \$25 Administration fee. Cancellations after October 6, 2023 and NO SHOWS WILL NOT BE REFUNDED!

**Please print clearly! Print Company Name as it is to appear in all advertising.**

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ Prov.: \_\_\_\_\_ PC: \_\_\_\_\_

Phone 1St: \_\_\_\_\_ 2nd : \_\_\_\_\_

Booth Preferences: 1st Choice: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_

**o Please notify me by email if I do not get one of the booths I requested.**

List item(s) to be sold or exhibited - include any Brand names

Include Special Requirements, ex. Allergies to scented candles, food, etc. on this application form.

**o YES, I (We) will donate a door prize other than one I may give away at my booth. I understand it will be prominently displayed with all other donated door prizes.**

**BOOTH PRICES:** Regular booth 8x10 1 table \$200.00; Corner booth 8x10 2 tables \$250.00 (marked 'C' after booth# on maps: Only Exhibitors in corner booths are allowed to sell out of two sides of their booth. All Booths are 'first come first serve basis' except canteen. Canteen rental is \$300.00 application is to be submitted by Oct. 02, 2023. Successful applicant will be contacted Oct. 09, 2023 .Please provide a menu list with prices.

Booth rental includes table & 2 chairs (3 sizes of table available 8', 6' at 30" wide & 3' at 22" wide)

Indicate # of Tables & Size required: 8' \_\_\_\_ 6' \_\_\_\_ 3' \_\_\_\_

Canteen Rental : \_\_\_\_ x \$300.00 +GST \$15.00 = \_\_\_\_ (1 only)

Corner Booth Rental: \_\_\_\_ x \$250.00 +GST\$12.50 = \_\_\_\_

Regular Booth (s) Rental: \_\_\_\_ x \$200.00 +GST \$10.00 = \_\_\_\_

Top/Skirting 8', 6' & 3' Table: \_\_\_\_ x \$10.00 + G/P \$1.10 = \_\_\_\_

Total Payable= \_\_\_\_

**PAYMENT OPTIONS AVAILABLE VISA, MASTERCARD, DEBIT, CASH OR ETRANSFER**

VISA #: \_\_\_\_\_

MC #: \_\_\_\_\_

EXP. DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

E-transfers can be sent to

paex@sasktel.net

Please email the PAEX to let us know  
you are sending payment and what  
your password will be.

This application becomes a contract upon Exhibitor's signature and approval by the selection committee.  
Exhibitor is bound by all rules and regulations of Focus on Christmas Trade Show. Full Payment must accompany  
this application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **PLEASE READ RULES & REGULATIONS**

SETUP TIME: Friday, Nov. 3, 2:00pm to 8:00 pm. Saturday, Nov. 4, 2023 8:30am to 9:30am.

SHOW DATES: Saturday, Nov. 4, 2023 10am to 5pm & Sunday Nov. 5, 2023 10am to 4pm.

TAKE DOWN: Sunday, Nov. 5, 2023 after 4pm \*Refer to EXHIBIT SPACE Item #2

### **RENTAL/CONFIRMATION**

1. Entries will not be accepted without full payment. Late arrivals and no-shows at the Trade Show may have their space filled by a standby exhibitor. No refunds will be paid in either instance.
2. Cancellations after October 6, 2023 and NO shows will not be refunded. Cancellations prior to October 6, 2023 will be subject to a \$25.00 administration fee on their refund.
3. Exhibit space shall not be sublet, traded or sold. Exhibitor(s) will not conduct, or permit to be conducted, on the space here by leased, any stand, show amusement or exhibition of any character which does not meet with the approval of the Committee and exhibition management.
4. The Focus on Christmas Tradeshow Committee reserves the right to cancel this agreement at any time, if in their opinion, the terms and conditions of this contract are not being observed.
5. The Exhibitor(s) admits having read over this agreement and no agreement exists other than herein contained.
6. Soliciting in booth area only.
7. It is the Exhibitor's responsibility to ensure their application is received by the Prince Albert Exhibition Association office.
8. Applications MUST have a detailed list of all products you plan to exhibit (Inc. any brand names). Any products not on your application may not be allowed to be displayed in your booth.
9. Exhibitors must list all members of their staff and ensure they are wearing Exhibitor pins for entire event.
10. PAEX is accepting applications on a 'First Come - First Serve' basis.
11. **Accepting visitors or doing business through the emergency exits is strictly prohibited.**

NOTE: The Focus on Christmas Tradeshow Committee reserves the right to relocate exhibitors.

### **SERVICES PROVIDED**

- 1 Security - 24 hour alarm system.
2. Secure wireless internet is available, login information is posted on the wall in the main hall.
3. Booth Drapery - 8 ft. high Royal blue back drops in Main Hall, 3 ft. high side dividers, 8 ft., 6ft or 3ft. by 30" and 4ft by 24" wide tables available and 2 chairs per 8' X 10' space. Silver table skirting & vinyl table top covers can be rented from the Exhibition Association. All other accessories will be the responsibility of the Exhibitor.
4. Admissions -exhibitors will receive an exhibitors pass. 1 extra pass may be available, cost to enter event is \$2.00
5. Advertising will be done through local media & Social media. Exhibitors are encouraged to advertise they will be at the Show.

### **EXHIBIT SPACE**

1. Exhibits to be fully assembled by 9:30 am, day of the show.
2. Displays must not be dismantled until after 4:00 pm, Sunday Nov. 5, 2023.
- 3 Committee is not responsible for unattended exhibits.
4. Exhibit walls and dividers shall not be higher than 4 ft. from floor at any point beyond 5 ft. from the back of the exhibit.
5. All booths must be identified -signs shall not be higher than 8 ft. from the floor.
6. Rugs may be used inside booths but MUST NOT BE TAPED DOWN. Exhibitor(s) are responsible for any damage to floor for any reason. \$100.00 damage fee shall apply for damage to floor.
7. Exhibitor(s) are responsible for public liability, theft, fire and other insurance on your exhibit and hereby indemnify the Prince Albert Exhibition Association, and its sponsor/ volunteers for any such claim or damages by signature of the rules and regulations. All exhibitors must carry liability insurance.
8. Items easily damaged or stolen should be removed immediately following the show.
9. Exhibitor(s) will conduct their business in a quiet and orderly manner, keep their place neat and clean, deposit all garbage, tin cans, paper, etc. in the garbage receptacles.
10. Vendors are to have hand sanitizer and disinfectant wipes at booths as a safe practice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



