



November 2 & 3, 2019

Saturday & Sunday

10:00 a.m. - 5:00 p.m.

FOCUS ON CHRISTMAS TRADE SHOW AND SALE



You are invited to promote and sell your products and services at the Prince Albert Exhibition

Focus on Christmas Trade Show and Sale!

FOR MORE INFORMATION CONTACT:

Prince Albert Exhibition Office @ 306-764-1711

E-mail: paex@sasktel.net



Where Town and Country Meet

PRINCE ALBERT EXHIBITION CENTRE

Box 1538, Prince Albert, SK

6th Ave & Exhibition Dr. E

Prince Albert, SK, S6V 5T1

www.paexhibition.com

paex@sasktel.net

PLEASE READ - RULES & REGULATIONS

SET UP/TAKE DOWN TIMES

- SET UP:** Friday, November 1 2019, 2:00 p.m. to 8:00 p.m.; Saturday, November 2, 2019, 8:00 a.m. to 9:30 a.m.
SHOW DATES: Saturday & Sunday, November 2 & 3, 2019, 10:00 a.m. to 5:00 p.m.
TAKE DOWN: Sunday, November 3, 2019, after 5:00 p.m. **Any violation could result in disqualification from future shows.**

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. **Sorry, No Exception!**
2. It is the Exhibitor's responsibility to ensure their application is received by the Prince Albert Exhibition Association office.
3. Applications **MUST** list 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.**
4. Applications must be approved by the Focus on Christmas Selection Committee. Successful applicants will be notified.
- 5. Cancellation after September 21, 2019 & no show WILL NOT BE REFUNDED any amount. Sorry, No Exception!**
6. **NOTE: The Focus on Christmas committee reserves the right to relocate exhibitors.**

SERVICES PROVIDED

1. **Security** - 24 hour alarm system
2. **Electrical** - one 110 outlet per space. Additional requirements will be provided for a fee. **You must provide your own extension cord if needed.**
3. Secure wireless **Internet hook-up is available at a cost of \$15.00.** Internet service is not included in the FOC entry fee. Contact the Exhibition Office to register for wireless hook-up. **For Hard Wired Internet Services**, contact SASKTEL direct 2 weeks prior to show.
4. **Booth Details** - 8 ft. high curtain back drops, 3 ft. high side dividers, 8 ft., 6ft. or 3ft. by 30" 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. Half booth sizes are indicated on East/West Room Map.
5. **Admissions** - Exhibitor Tags may be obtained during set-up hours (limit 1 per booth) **any extras are \$5.00.**
6. Canteen available
7. **Advertising** will be done through local media. Exhibitors are encouraged to also do their own advertising that they will be at the Show.

EXHIBIT SPACE

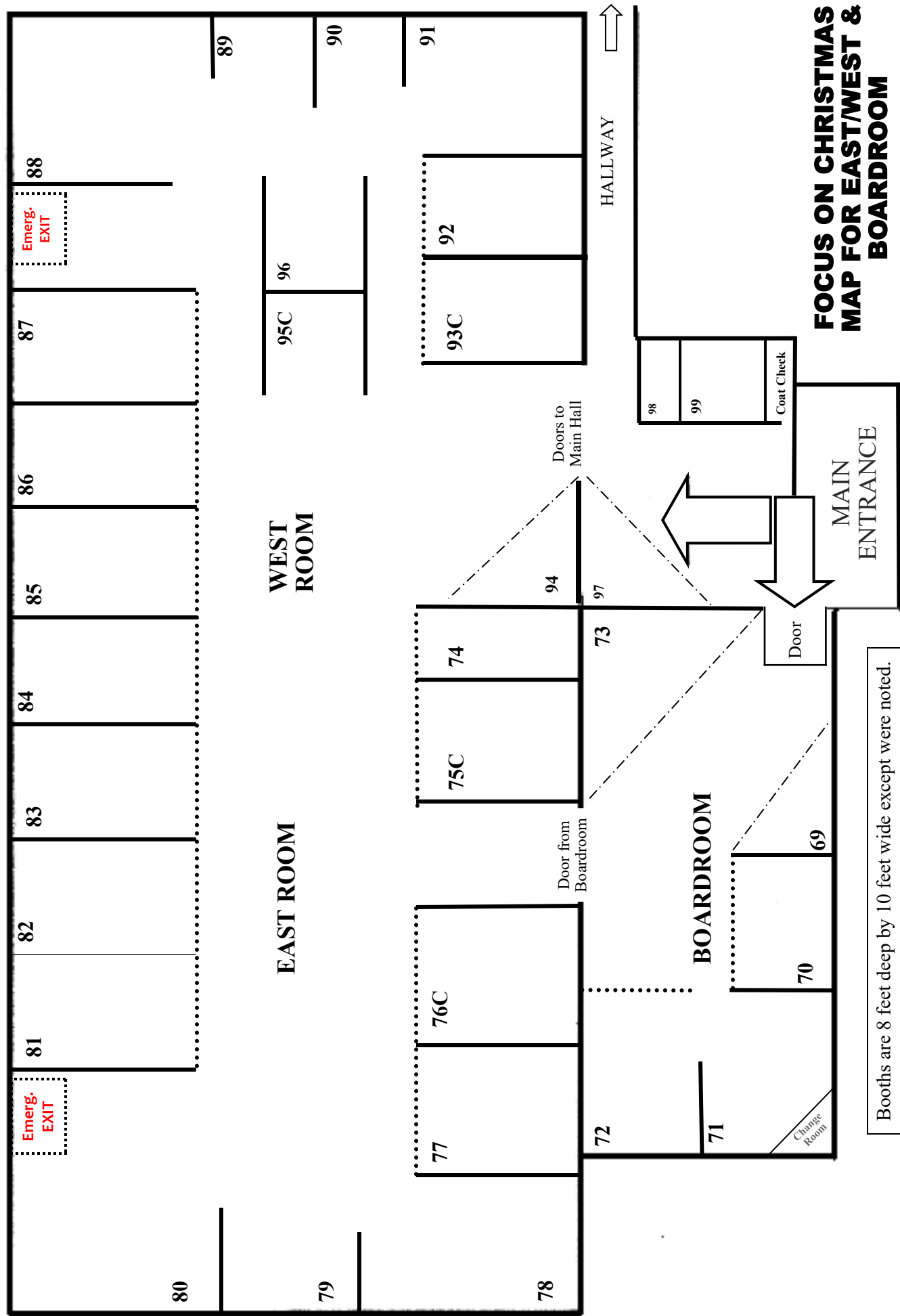
1. Exhibits are to be **fully assembled by 9:30 a.m., Saturday.**
2. **Displays must not be dismantled until after 5:00 p.m., Sunday. Any violation could result in disqualification from future shows.**
3. Committee is not responsible for unattended exhibits.
4. Exhibit walls and dividers shall not be 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.**
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 sponsors for any such claim or damages.
8. Items easily damaged or stolen should be removed immediately following the show.
9. The 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. Exhibitor(s) will not operate any equipment which annoys or interferes with other exhibitors or visitors.
11. Exhibitor(s) will disconnect all electrical equipment and appliances in their booths when show is closed.
12. Exhibitor(s) will not hand out stickers or place flyers on windshields or advertise outdoors on the Exhibition Grounds during this trade show.
13. Exhibit space shall not be sublet, traded or sold without the approval of the committee. The Exhibitor(s) will not conduct, or permit to be conducted, on the space hereby leased, any stand, show amusement or exhibition of any character which does not meet with the approval of the Committee.
14. The Focus on Christmas 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.
15. The Exhibitor(s) admits having read over this agreement and no agreement exists other than herein contained.
16. Soliciting in booth area only!



**THE EXHIBITION CENTRE IS A
NON-SMOKING FACILITY**



MAIN HALL



FOCUS ON CHRISTMAS MAP FOR EAST/WEST & BOARDROOM

Booths are 8 feet deep by 10 feet wide except were noted.
Booth # 69, 74, 79, 89, 94, 96, 97 & 98 are Small Booths and are only \$100.00 each.

MAP NOT TO SCALE

