



SUMMER FAIR GENERAL RULES

THE PRINCE ALBERT EXHIBITION ASSOCIATION will be presenting its **Annual Summer Fair July 30 to August 3, 2019**. Over the years our attendance has averaged around 40,000. The Exhibition serves a very large and diverse market in Central and Northern Saskatchewan.

For on-ground outdoor concession space, the following applies:

SHOW DATES: Tuesday, July 30 to Saturday, August 3, 2019
Exhibits must remain open from 1:00 p.m. to 10:00 p.m. daily

SET-UP: Monday, July 29, 2019 - 1:00 p.m. to 5:00 p.m.
Tuesday, July 30, 2019 - 8:00 a.m. to 12:00 noon

TAKE DOWN: Saturday, August 3, 2019 after 10:00 p.m

NOTE: All outside displays must be removed from the site by 9:00 a.m., Sunday, August 4, 2019.

A. SERVICES PROVIDED: OUTSIDE SPACES

1. On Grounds Security - 24 hours.
2. All outside spaces are marked and numbered prior to set up and are uniform in size.
3. Outdoor electrical service is limited. **Concessionaires are responsible for specialized electrical hook-up charges to main power and can use their choice of electrical company.** State if power is required at a cost of \$4.00 per amp

B. ONE COMPLIMENTARY gate passes and **ONE** car pass will be provided for each Exhibitor. Additional passes may be purchased at regular gate price. **No Exceptions.** Vehicles must be parked in designated areas only. **No vehicles will be allowed on site after 11:00 AM each day.**

C. DELIVERIES: All supplies must be delivered prior to 11:00 AM each day - **No delivery trucks will be allowed in the food booth or midway area after 11:00 AM.**

PRINCE ALBERT EXHIBITION ASSOCIATION

APPLICATION FOR SELLING SPACE

RULES & REGULATIONS

1. Exhibits are to be fully assembled by 12:00 p.m. Tuesday, July 30, 2019. Late arrivals may have their space filled by a standby exhibitor. No refund will be paid in this instance.
2. Booths must not be dismantled before 10:00 p.m. Saturday, August 3, 2019 without Committee consent.
3. Exhibition Association is not responsible for unmanned booths, walls and dividers are the responsibility of the renter. Signs no higher than 8feet from floor.
4. Power will be charged at a rate of \$4.00 per amp. No extension cords will be allowed to attach to more. All cords must be outdoor regulation and is fully the responsibility of the vendor.
5. You are responsible for public liability, theft, fire and other insurance on your exhibit and hereby indemnify the PRINCE ALBERT EXHIBITION and its sponsors from every such claim and damages. A copy of your insurance coverage, naming PRINCE ALBERT EXHIBITION as ADDITIONALLY INSURED must be submitted with application.
6. The exhibitor will conduct business in a quiet and orderly manner, and will not operate equipment that annoys or interferes with other exhibitors or visitors. Keep booth neat and clean, deposit all rubbish and garbage in the provided garbage receptacles and keep the ground on all sides of the concession free from rubbish and garbage.
7. Rugs may be used inside booths.
8. **Dumping of waste water or grease anywhere on the Exhibition Grounds is strictly prohibited except at a designated disposal site. All violaters will be fined \$500.00 (no exceptions)**
9. Concessions handling coffee, sandwiches, drinks, lunches, etc. will use only paper cups and plates. In no instances will crockery be used. Only the permanent food booths will be allocated with picnic tables supplied by the Prince Albert Exhibition. Please do not remove the picnic tables from the designated permanent food booth area.
10. All stands, amusements, displays, etc. must conform to Exhibition Standards and be accessible to any representative of the Association.
11. Signs showing the prices to be charged for all products must be conspicuously posted on each concession. The size of said signs, the manner and the placement of posting is to be approved by the Association. All signs must be professionally painted or printed - no handwritten signs will be allowed.
- 12 **Water Spillage Must be contained with absorbing materials at all times.**
- 13.. The exhibitor or their employees will not sell, exchange, or barter, any privilege ticket or grounds admission tickets issued to them.
- 14.. This contract is not transferable without the written consent of the Association.
15. All soft drinks (carbonated beverages) juices and water sold by the exhibitor must be the product of PEPSI COLA CANADA BEVERAGES. No other drink can be sold, promoted, or given away from any location on the Prince Albert Exhibition Grounds. All venues are required to use PEPSI products distributed by PEPSI COLA CANADA BEVERAGES. You must submit your first order to the Exhibition Office upon booking. The ALL Pepsi products must be ordered and fully paid 2 days in advance. No Return Policy applies to all vendors
16. The violation of any of the terms and agreements hereof, shall at the election of the Association cause the whole amount of this contract to become due and work a revocation and forfeiture of all rights and privileges herein granted to the Licensee, and in the event of such breach by the Licensee and such election by the Association any and all sums paid or contracted to be paid under this contract to said Association shall be and become the property of said association as liquidated damages for said breach.
17. That the Association may at any time in its unfettered discretion upon the repayment by it to the Licensee of a proportionate part up to such time of the sum paid by the Licensee for this privilege revoke the same and require the Licensee to remove himself, his employees and his property from the property of the Association.
18. That the Association shall have a lien upon all property being kept, used or situated upon said leased premises or upon said Fair Grounds whether such property be exempt or not, for the rent or privilege money to be paid under this contract, and for any damages sustained for any breach hereof; and that said Association shall have the right to disdain, take and remove same without any process of law, and appropriate said property to the use of said Association or sell the same to satisfy its claim against the Licensee, and the Licensee hereby expressly waives and forever releases the Association, it's officers, directors and servants from all claims and demands of every nature.
19. No person shall be allowed by himself, his servant or agent to sell, canvas or peddle around the Exhibition Grounds or highways therein, any wares whatsoever.
20. No person shall offer for sale in any way any item that is illegal or that resembles any weapon or drugs or of any kind. All merchandise will be made accessible to an identified member of the Association if requested to ensure compliance.
21. Valid city business license.

CANCELLATIONS: Exhibit space rental fees will be refunded 50% only provided cancellation notice is received by July 8, 2019.

NO REFUNDS will be paid on later cancellations or no shows. The PRINCE ALBERT EXHIBITION reserves the right to reject or cancel any or all orders or confirmations and refund exhibit space rental fees paid.

**Complete and return with payment to:
PRINCE ALBERT EXHIBITION ASSOCIATION
Summer Fair Outdoor Selling Booth Vendor Application
Prince Albert Exhibition**

Box 1538, Prince Albert, Saskatchewan S6V 5T1 Phone: 764-1711 Fax: 764-5246

Email: paex@sasktel.net

FIRM: _____



APPLICATION FOR PERMANENT FOOD BOOTH PRINCE ALBERT EXHIBITION

JULY 30 TO AUGUST 3, 2019

PRINCE ALBERT EXHIBITION ASSOCIATION
BOX 1538 PRINCE ALBERT, SK S6V 5T1
PHONE: (306) 764-1711 FAX: (306) 764-5246
EMAIL: paex@sasktel.net

PLEASE TYPE OR PRINT ALL INFORMATION

COMPANY:					
ADDRESS:		CITY, PROVINCE:		POSTAL CODE:	
EMAIL ADDRESS:					
CONTACT PERSON 1:		PHONE:			
CONTACT PERSON 2:		PHONE:			
PLEASE LIST EXACT MENU AND PRICES OF ITEMS TO BE SOLD:					
PLEASE SEND PICTURES AND DIMENSIONS OF YOUR INSPECTED FOOD TRAILER WITH APPLICATION					

REMEMBER TO INCLUDE YOUR CHEQUE AND COPY OF INSURANCE COVERAGE	Commercial Booth ___ X \$1,750.00 + \$87.50 GST = \$ _____
	Charitable Booth ___ X \$1,300.00 = \$ _____
	Environmental Fee ___ X \$100.00 = \$ _____
	TOTAL = \$ _____

OFFICE USE ONLY							
CLEANING DEPOSIT CHEQ#		AMOUNT PAID	\$ _____	RECEIPT#		BOOTH	

2019 FOOD BOOTH RATES FOR THE SUMMER FAIR ARE AS FOLLOWS:

COMMERCIAL RATES:

Each Booth: \$500 via personal credit card is required as a Cleaning Deposit and also required is a Pepsi Product deposit (see Note at bottom of page). Direct sales may be made from your booth rental beginning one day prior to commencement of the Exhibition and terminates with the closing of the Exhibition.

CHARITABLE RATES:

Each Booth: \$500 via personal credit card is required as a Cleaning Deposit, and also required is a Pepsi Product deposit. (see Note at bottom of page). Selling dates same as Commercial.

PLEASE NOTE: To receive the charitable rate, the following conditions must be met:

1. Rental Agreement must be with the registered charitable or non-profit organization.
2. Prince Albert Exhibition Association reserves the right to request proof of charitable or non-profit status of any renter.
3. Sub-letting of any booth must have prior approval of the Exhibition Association.
4. All vendors MUST maintain a decent window look.

EACH FOOD BOOTH WILL RECEIVE: ❖ 10 DAY ADULT PASSES

❖ 1 VEHICLE PASS (Southeast Gate)

**** To be parked in the vendor parking area only ****

ALL OTHER PASSES WILL BE AT THE REGULAR DAILY/WEEKLY RATE.

NO OTHER VEHICLE PASSES TO BE GIVEN OUT

General Conditions on Booth Rentals

1. Rental confirmation and minimum deposit of 100% plus 5% G.S.T. to be received by JUNE 16, 2019. Final payment must be received by June 29, 2019. NO EXCEPTIONS.
2. A copy of your insurance coverage, naming Prince Albert Exhibition Association as additionally insured must be submitted with your application. Contents must be included.
3. Only partial refund of 50% will be paid out only if contract is canceled prior to final payment due date by the Prince Albert Exhibition Association.
4. Prince Albert Exhibition will have all gas appliances safety checked for the 2019 season by a licensed gas fitter. The cost for this check will be invoiced to the individual booths by P.A. Exhibition. Group is responsible for upkeep and maintenance of inside of food booth, i.e. paint, roof, floors & walls.
5. All food articles must be removed and booth and equipment properly cleaned by the end of the 3rd day following the closing of the Exhibition.
6. Failure to remove food or properly clean booths and equipment will result in cancellation of future rental agreements.
7. All signs must be removed from the roof & exterior of the building by the 3rd day following the closing of the Exhibition.
8. **DELIVERIES:** All supplies must be delivered by 11:00 a.m. each day - **No delivery trucks will be allowed in the food booth or midway area after 11:00 a.m.** This rule will be strictly enforced!
9. All soft drinks (carbonated beverages) juices and water sold by the concession must be the product of PEPSI COLA CANADA LTD. No other soft drinks can be sold, promoted, or given away from any location on the Prince Albert Exhibition Grounds.
10. An application for Temporary Food Service License from P.A. Parkland Health Region must be filled out and approved by the Parkland Health Region Public Health Inspector.

PLEASE NOTE:

- 1) **Cleaning Deposit:** A \$500 Cleaning Deposit is required at time of booth rental payment. Deposit will be refunded after the Exhibition, **IF** the Food Booth operators have cleaned tables, regularly emptied garbage cans and kept the grounds around their food booths clean throughout the week as well as have properly cleaned their booth and equipment at the end of the Exhibition. Picnic tables will be placed in front of each food booth at the beginning of the fair. Please work with the other food booth operators to ensure that everyone has sufficient numbers of tables.
- 2) **Pepsi Products:** You must submit your first order to the **Exhibition office** at the time of booking. **Then ALL Pepsi products MUST be ordered and paid 2 days in advance. No returns policy applies to all vendors.**
- 3) **Only Pepsi products that are bought from the PA Exhibition will be sold on Exhibition grounds.**
- 4) **Only 1 key will be provided to each booth.**

Signature of Exhibitor

Date