



November 6 & 7, 2021
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 5 2021, 2:00 p.m. to 8:00 p.m.; Saturday, November 6, 2021, 8:00 a.m. to 9:30 a.m.
SHOW DATES: Saturday & Sunday, November 6 & 7, 2021, 10:00 a.m. to 5:00 p.m.
TAKE DOWN: Sunday, November 7, 2021, 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 October 5th, 2021 & 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 no cost.** Internet service is 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 and recycle 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**



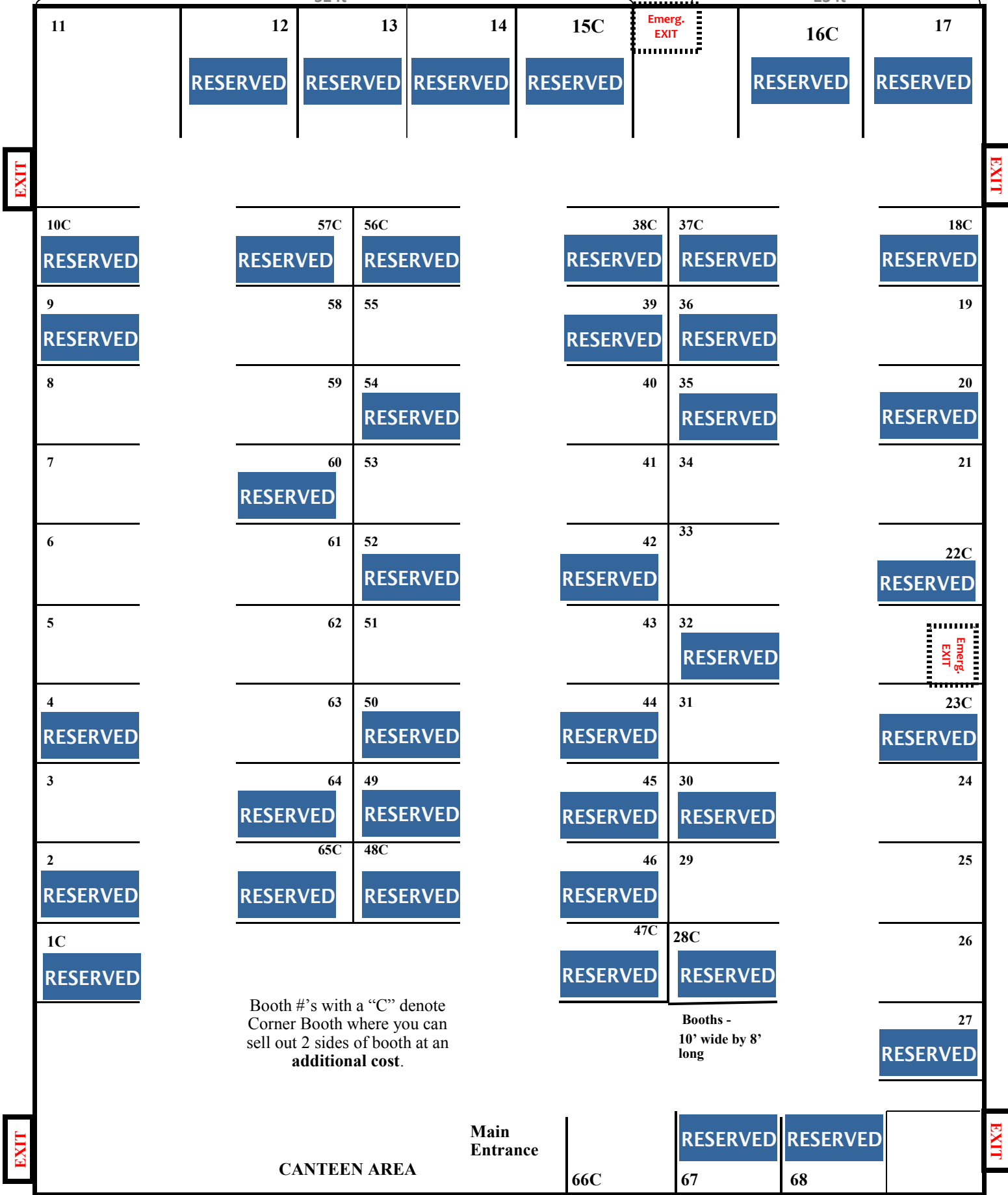
PAEX—FOCUS ON CHRISTMAS - Main Hall Floor Plan

10x8 booths

10x8 booths

52 ft

23 ft



EXIT

EXIT

EXIT

EXIT

Emerg.
EXIT

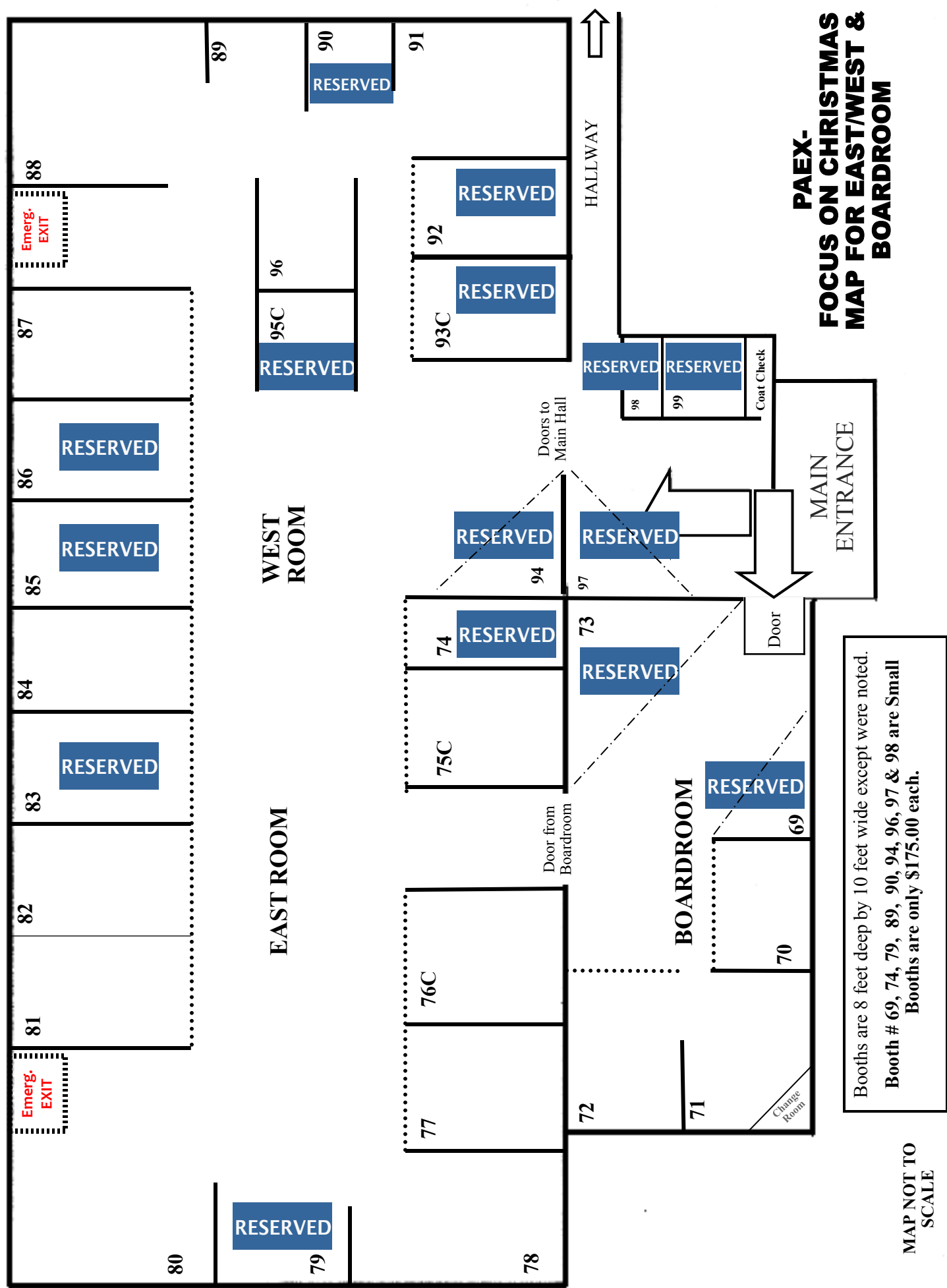
Emerg.
EXIT

CANTEEN AREA

Main
Entrance

11	12 RESERVED	13 RESERVED	14 RESERVED	15C RESERVED	Emerg. EXIT	16C RESERVED	17 RESERVED
10C RESERVED	57C RESERVED	56C RESERVED		38C RESERVED	37C RESERVED		18C RESERVED
9 RESERVED	58	55		39 RESERVED	36 RESERVED		19
8	59	54 RESERVED		40	35 RESERVED		20 RESERVED
7	60 RESERVED	53		41	34		21
6	61	52 RESERVED		42 RESERVED	33		22C RESERVED
5	62	51		43	32 RESERVED		Emerg. EXIT
4 RESERVED	63	50 RESERVED		44 RESERVED	31		23C RESERVED
3	64 RESERVED	49 RESERVED		45 RESERVED	30 RESERVED		24
2 RESERVED	65C RESERVED	48C RESERVED		46 RESERVED	29		25
1C RESERVED				47C RESERVED	28C RESERVED		26
							27 RESERVED
				66C	RESERVED 67	RESERVED 68	

MAIN HALL



PAEX- FOCUS ON CHRISTMAS MAP FOR EAST/WEST & BOARDROOM

Booths are 8 feet deep by 10 feet wide except where noted.
Booth # 69, 74, 79, 89, 90, 94, 96, 97 & 98 are Small
Booths are only \$175.00 each.

MAP NOT TO
SCALE

PRINCE ALBERT FOCUS ON CHRISTMAS NOVEMBER 6 & 7, 2021

Please complete and return with **FULL PAYMENT** to Prince Albert Exhibition Association
*Box 1538, Prince Albert, SK S6V 5T1
'(306)764-1711 7Fax: (306)764-5246 :Email: paex@sasktel.net

NO show WILL NOT BE REFUNDED any amount.

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

Company
Name: _____

Contact
Person: _____

Address: _____ EMAIL: _____

City: _____ Province: _____ Postal Code: _____

Phone HM: _____ WK: _____ Cell: _____

Booth Preferences: 1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Please notify me by my email address if I do not get any one of the booths I requested.

Item(s) to be sold or exhibited - include any Brand names (only items listed will be approved & allowed to be sold) Include Special Requirements, ex. Allergies to scented candles, food, etc. on this application form.

BOOTH PRICES: Regular Booth \$200.00; Small Booth \$175.00 (refer to East/West Room map); Corner Booth \$250.00 (marked on maps with a "C" after the Booth #: Only these Exhibitors are allowed to sell out two sides of their booth. First come first serve basis.)

Booth includes 1 table & 2 chairs (3 sizes of table available 8', 6' and 3' at no charge - all tables 30" wide)	
<p>Indicate # of Tables & Size required: ___8' ___6' ___3'</p> <p>Corner Booth Rental _____ x \$250.00 = _____</p> <p>Regular Booth(s) Rental _____ x \$200.00 = _____</p> <p>Small Booth Rental _____ x \$175.00 = _____</p> <p>Top/Skirting 6' & 8' Table _____ x \$20.00 = _____</p> <p>Top/Skirting 3' Table _____ x \$16.00 = _____</p>	<p align="center">PAYMENT OPTIONS AVAILABLE</p> <p align="center">VISA, MASTERCARD, DEBIT, OR CASH</p> <p>CARDHOLDER: _____</p> <p>VISA # _____</p> <p>MC # _____</p> <p>EXP. DATE: _____</p> <p>SIGNATURE : _____</p>
**ALL PRICES PLUS G.S.T. **	TOTAL PAYABLE

This application becomes a contract upon Exhibitor's signature and approval by the selection committee. Exhibitor is bound to all rules and regulations of the Focus on Christmas Trade Show. Full payment must accompany this application. Payment options: 1) Stop in to the PAEX Admin Office; or 2) e-transfer to: paex@sasktel.net; or 3) Call 306-960-1743 to relay credit card info.

SIGNATURE OF EXHIBITOR

DATE

OFFICE USE ONLY

Date Rec'd	Amount Paid
Receipt #	Space #