



**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](mailto:paex@sasktel.net)**



Where Town and Country Meet

**PRINCE ALBERT EXHIBITION CENTRE**

Box 1538, Prince Albert, SK

6<sup>th</sup> Ave & Exhibition Dr. E

Prince Albert, SK, S6V 5T1

[www.paexhibition.com](http://www.paexhibition.com)

[paex@sasktel.net](mailto: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

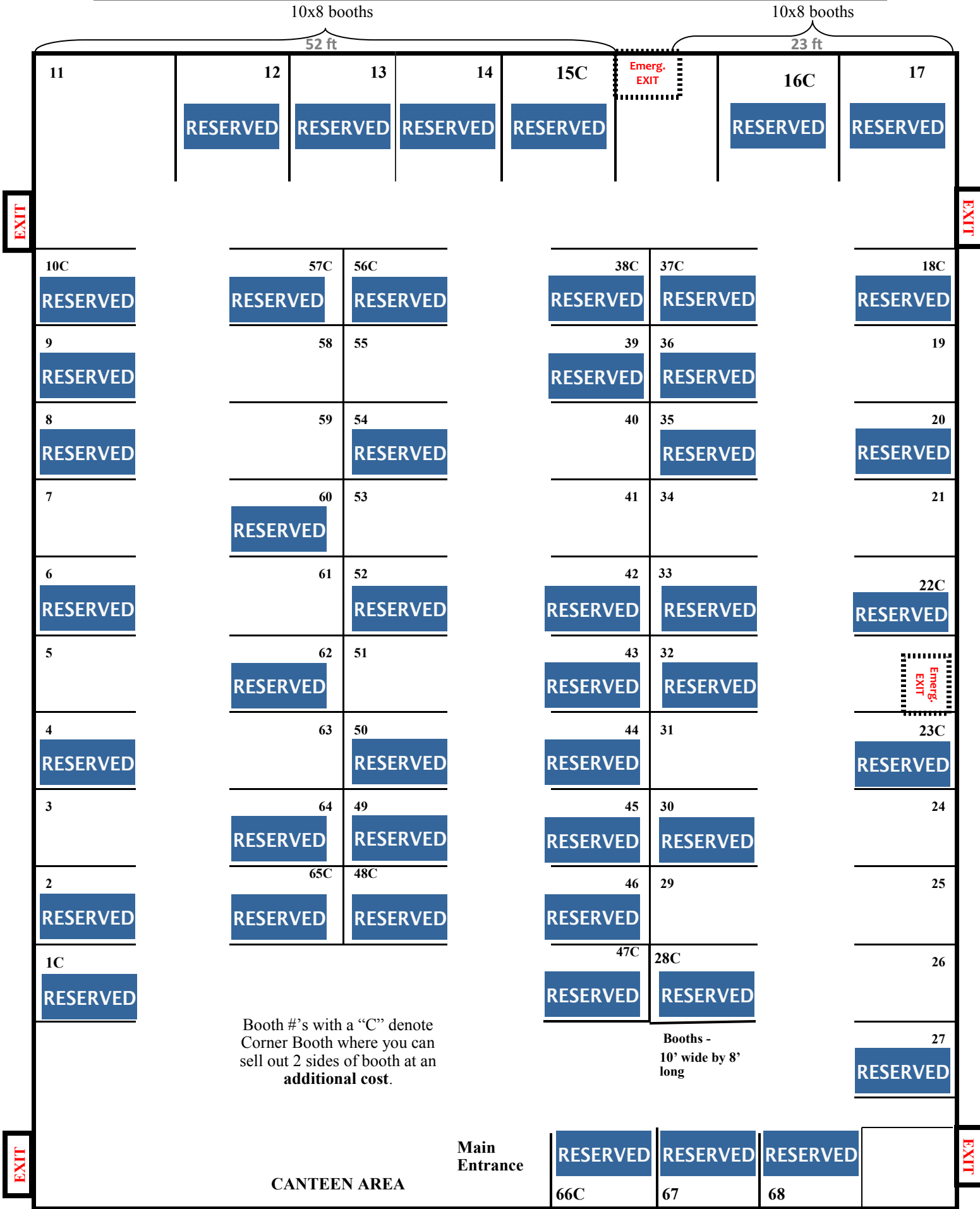
1. Exhibits are to be **fully assembled by 9:30 a.m., Saturday.**
2. **Displays must not be dismantled until after 5:00 p.m., Sunday. Any violation could result in disqualification from future shows.**
3. Committee is not responsible for unattended exhibits.
4. Exhibit walls and dividers shall not be 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**



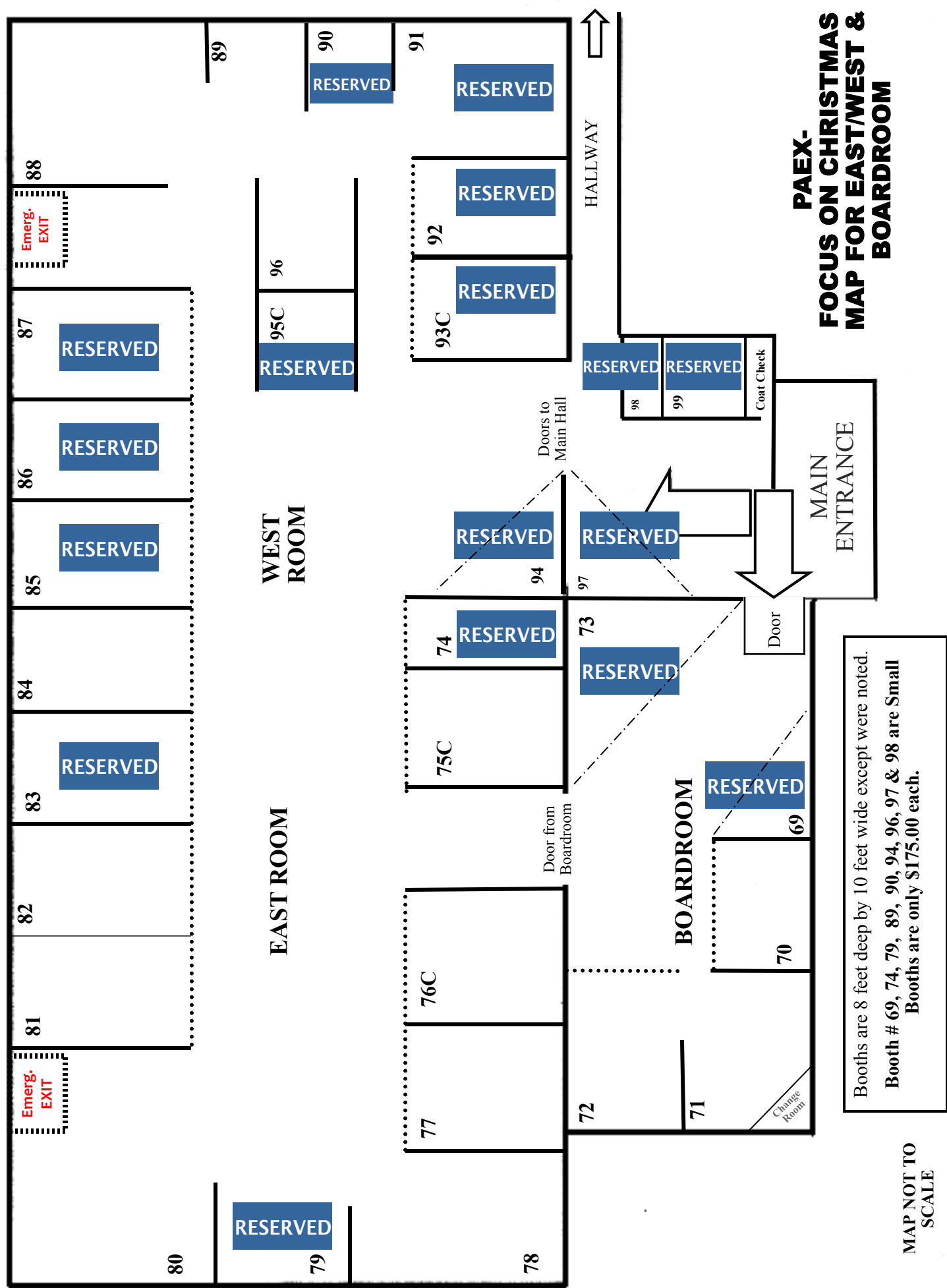
# PAEX—FOCUS ON CHRISTMAS - Main Hall Floor Plan



Booth #'s with a "C" denote Corner Booth where you can sell out 2 sides of booth at an additional cost.

Booths - 10' wide by 8' long

# 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](mailto: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:
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Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ EMAIL: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone HM: \_\_\_\_\_ WK: \_\_\_\_\_ Cell: \_\_\_\_\_

Booth Preferences: 1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_ 3<sup>rd</sup> 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)	
Indicate # of Tables & Size required: _____ 8' _____ 6' _____ 3'	<b>PAYMENT OPTIONS AVAILABLE</b>
Corner Booth Rental _____ x \$250.00 = _____	<b>VISA, MASTERCARD, DEBIT, OR CASH</b>
Regular Booth(s) Rental _____ x \$200.00 = _____	CARDHOLDER: _____
Small Booth Rental _____ x \$175.00 = _____	VISA # _____
Top/Skirting 6' & 8' Table _____ x \$20.00 = _____	MC # _____
Top/Skirting 3' Table _____ x \$16.00 = _____	EXP. DATE: _____
<b>**ALL PRICES PLUS G.S.T. **</b>	SIGNATURE : _____
<b>TOTAL PAYABLE</b>	

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](mailto: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 #