

Prince Albert Exhibition Association

34th Season of

Focus on Women

Trade Show & Sale

March 12 & 13, 2022

Saturday 10 am - 5 pm

Sunday 10 am - 4 pm

Main Hall, East/West Room

Display • Connect • Profit



- ✓ You are invited to promote & sell your products and services.
- ✓ Showcase & demonstrate your creativity, products and services.
- ✓ Connect & develop relationships with new customers!
- ✓ Renew & strengthen relationships with existing customers!
- ✓ Uncover everything from the unique to the extraordinary in fashion, accessories, jewellery, home decor and much more!

Regular
8' x 10'
Booth
\$175.00
plus GST

Admission
\$2.00/day

- ✓ All exhibitors are welcome & encouraged to participate in our door prize draws.

As many as 95 booths - All under one roof!

Door
Prize
Diamond Earring
& Necklace set

For more information contact:



Prince Albert Exhibition

306-764-1711 • P.O. Box 1538 • 815 Exhibition Dr.

Prince Albert, SK S6V 5T1

www.paexhibition.com • paex@sasktel.net

----- **APPLICATION FOR EXHIBIT SPACE** -----

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 • E: paex@sasktel.net

Note: Cancellations prior to Feb. 11, 2022 will be subject to a \$25 Administration fee. Cancellations after Feb. 11, 2022 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 HM: _____ WK: _____ Cell: _____

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

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 (**only items listed will be approved & allowed to be sold**)
 Include Special Requirements, ex. Allergies to scented candles, food, etc. on this application form.

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 along with the major door prize item.

BOOTH PRICES: Regular booth 8x10 1 table **\$175.00**; Small booth 6x6 1 Table **\$125.00** (refer to East/West Room map); Corner booth 8x10 2 tables **\$225.00** (marked 'C' after booth# on maps: Only Exhibitors in corner booths are allowed to sell out 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 Feb. 10, 2022. Successful applicant will be contacted Feb. 11, 2022 .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 = _____

Corner Booth Rental: _____ x \$225.00 +GST\$11.25 = _____

Regular Booth (s) Rental: _____ x \$175.00 +GST \$8.75 = _____

Small Booth Rental: _____ x \$125.00 + GST\$6.25 = _____

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

Total Payable= _____

PAYMENT OPTIONS AVAILABLE
VISA, MASTERCARD, DEBIT, CHEQUE OR CASH

CARDHOLDER: _____

VISA #: _____

MC #: _____

EXP. DATE: _____

SIGNATURE: _____

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

 Signature of Exhibitor

 Date

Contract will be not accepted unless signed by the Exhibitor.

OFFICE USE ONLY

Date Rec'd: _____ Amount Paid: _____

Receipt #: _____ Space #: _____

Signature: _____ Date: _____

PLEASE READ RULES & REGULATIONS

SET UP/TAKE DOWN TIMES

- SETUP:** Friday, March 11 - 4:00 pm to 8:00 pm; Saturday, March 12 - 8:00 a.m to 9:30 am
Show Dates: **Saturday, March 12 - 10:00 am to 5:00 pm & Sunday, March 13 - 10:00 am to 4:00 pm**
Take Down: Sunday, March 13 after 4:00 pm ***Refer to EXHIBIT SPACE Item #2***
Displays must not be dismantled until after 4:00 pm, Sunday.

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 Feb. 11, 2022 and NO shows will not be refunded** . Cancellations prior to Feb. 11 2022 will be subject to a \$25.00 administration fee.
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 Women 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 ribbons for entire event.
10. **PAEX is accept applications on a 'First Come - First Serve' basis.**
11. Applicants must be approved by the Focus on Women Selection Committee. Successful applicants will be notified.
12. Accepting visitors or doing business through the emergency exits is strictly prohibited.

NOTE: The Focus on Women 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. CORD IS SUBJECT TO APPROVAL. ONE CORD PER BOOTH ONLY.
3. Secure wireless **Internet hook-up** is available. See the Exhibition Office to register for hook-up.
4. **Booth Drapery** - 8 ft. high Royal blue back drops in Main Hall, 8ft high Silver back drops in East/West & Boardroom, 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.
5. **Admissions** - Exhibitor Ribbons may be obtained during set-up hours.
6. **Advertising** will be done through local media. Exhibitors are encouraged to advertise they will be at the Show.
7. All Covid-19 protocols/restrictions apply.

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.** All booths will be monitored.
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: _____

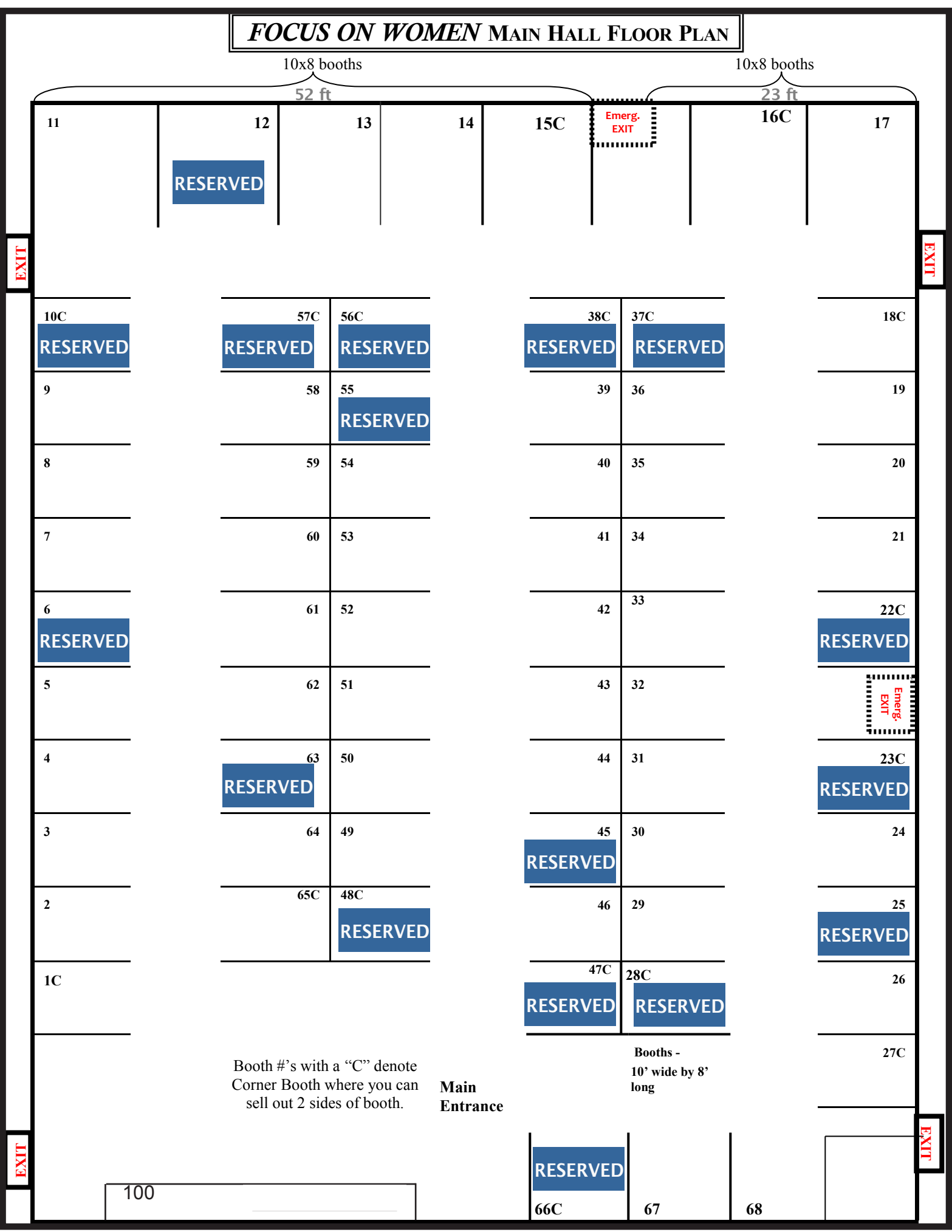
FOCUS ON WOMEN MAIN HALL FLOOR PLAN

10x8 booths

10x8 booths

52 ft

23 ft



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

**Main
Entrance**

Booths -
10' wide by 8'
long

100

RESERVED

66C

67

68

EXIT

EXIT

EXIT

EAST/WEST HALL & BOARD ROOM

