

Prince Albert  
Exhibition Association  
Presents

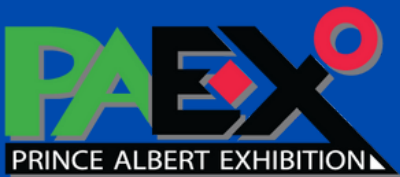
Corner  
Booth  
\$500  
+GST

# The Small Business Tradeshow

In the Prince Albert Armoury Building  
Summer Fair  
August 2-6, 2022

12 pm to 8pm Daily

Come Show Prince Albert what you have to offer!  
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 !



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](http://www.paexhibition.com) • [paex@sasktel.net](mailto:paex@sasktel.net)

**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 •**

Note: Cancellations prior to July 1st, 2022 will be subject to a \$25 Administration fee.

Cancellations after June 30th, 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 1St: \_\_\_\_\_ 2nd : \_\_\_\_\_

Booth Preferences: 1st Choice: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_

**o 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

Include Special Requirements, ex. Allergies to scented candles, food, etc. on this application form.

**o 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.**

**BOOTH PRICES:** Booths 10x10 2 tables \$500.00+GST corner booths (marked 'C' after booth# on map: Only Exhibitors in corner booths are allowed to sell out two sides of their booth.

Regular booths 10 x8 1 table \$ 400.00 **All Booths are 'first come first serve basis'**

**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' \_\_\_\_**

**Corner Booth Rental: \_\_\_\_ x \$500.00 +GST\$25.00 = \_\_\_\_\_**

**Regular Booth (s) Rental: \_\_\_\_ x 400.00 +GST \$20.00= \_\_\_\_\_**

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

**Total Payable= \_\_\_\_\_**

**PAYMENT OPTIONS AVAILABLE VISA, MASTERCARD, DEBIT, CASH OR ETRANSFER**

VISA #: \_\_\_\_\_

MC #: \_\_\_\_\_

EXP. DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

E-transfers can be sent to

paex@sasktel.net

Please email the PAEX to let us know you are sending payment and what your password will be.

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 Small Business Trade Show. Full Payment must accompany this application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **PLEASE READ RULES & REGULATIONS**

SETUP TIME: Tues. Aug. 2, 8:00 am to 11:30am if you require more set up time please contact the PAEX office.

SHOW DATES: Tuesday, August 2, 2022 To Saturday August 6, 2022 Noon to 8pm Daily.

TAKE DOWN: Saturday Aug. 6, 2022 after 8pm \*Refer to EXHIBIT SPACE Item #2

### **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 June 30, 2022 and NO shows will not be refunded . Cancellations prior to July 1, 2022 will be subject to a \$25.00 administration fee on their refund.
3. Exhibit space shall not be sublet, traded or sold. Exhibitor(s) will not conduct, or permit to be conducted, or 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 Small Business Tradeshow 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 pins for entire event.
10. PAEX is accepting applications on a 'First Come - First Serve' basis.
11. Applicants must be approved by the Small Business Tradeshow Committee. Successful applicants will be notified.
12. **Accepting visitors or doing business through the emergency exits is strictly prohibited.**

NOTE: The Small Business Tradeshow Committee reserves the right to relocate exhibitors.

### **SERVICES PROVIDED**

- 1 Security - 24 hour alarm system.
2. Secure wireless internet will be brought into the building, login information will be provided closer to the date.
3. Booth Drapery - 8 ft. high Royal blue back drops in Main Hall, 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.
4. Admissions -2 free gate passes and 1 vehicle pass to be given to each exhibitor, extra gate passes will be \$15 a day or \$50 for a 5 day pass. There is no admission fee at the tradeshow doors.
5. Advertising will be done through local media & Social media. Exhibitors are encouraged to advertise they will be at the Show.

### **EXHIBIT SPACE**

1. Exhibits to be fully assembled by 11:30 am, day of the show.
2. Displays must not be dismantled until after 8:00 pm, Saturday Aug. 6, 2022.
- 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, the Armouries 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: \_\_\_\_\_

FIRE DOOR 1 2 3 4 5 6 OVERHEAD DOOR 7 8 9 10 11 12 FIRE DOOR

34 11' 13

33 35 36 38 39 40 41 43 44 14

32 54 53 51 50 49 48 46 45 15

31 16

11' 17

30 8' 17

11' 18

29 55 56 58 59 60 61 63 64 18

28 74 73 71 70 69 68 66 65 19

EXIT DND DISPLAY 27 26 MAIN ENTRANCE 25 24 23 22 21 20 EXIT