



FOCUS ON CHRISTMAS TRADESHOW

NOV | 8th and 9th | 2025

\$2 ADMISSION FEE
CHILDREN 12 & UNDER FREE

Saturday 10am - 5pm

Sunday 10am - 4pm

MAIN HALL - 815 EXHIBITION DRIVE
PRINCE ALBERT, SK S6V5T1
306-941-8916
PAEX@SASKTEL.NET

Please complete and return with FULL PAYMENT to

Prince Albert Exhibition Association, Box 1538 Prince Albert, SK S6V 5T1

P: 306-941-8916 • Email form to: paex@sasktel.net • E-transfers: paexpay@gmail.com

Note: Cancellations prior to October 10, 2025 will be subject to a \$25 Administration fee. Cancellations after October 10, 2025 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: _____
1st Phone #: _____ 2nd Phone #: _____
Booth Preferences - 1st Choice: _____ 2nd 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

Include Special Requirements, ex. Allergies to scented candles, food, etc. on this application form.
(more writing space on page 2)

☐ **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:

Regular 8' by 10' booth with 1 table - \$200.00 + GST

Corner 8' by 10' booth with 2 tables - \$250.00 + GST

(marked 'C' after booth# on maps: Only Exhibitors in corner booths are allowed to sell out of two sides of their booth.)

All Booths are 'first come first serve basis'.

Booth rental includes 1 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 = _____ (1 only)

The PAEX usually works the canteen. If we choose not to work the canteen, then it would be offered to next to show interest.

Corner Booth Rental: ____ x \$250.00 +GST\$12.50 = _____

Regular Booth (s) Rental: ____ x \$200.00 +GST \$10.00 = _____

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

Total Payable= _____

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

VISA #: _____

MC #: _____

EXP. DATE: _____

SIGNATURE: _____

E-transfers can be sent to

paexpay@gmail.com

Please email the PAEX to let us know
you are sending payment.

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

Signature: _____

Date: _____

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.

This image shows a full page of blank white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for writing or drawing. There are no margins, text, or other markings present.

PLEASE READ RULES & REGULATIONS

SETUP TIME: Friday, November 7, 2025, 2:00pm to 8:00 pm. Saturday, Nov. 8th, 2025, 8:30am to 9:30am.

SHOW DATES: Saturday , Nov. 8, 2025 - 10am to 5pm & Sunday Nov. 9, 2025 - 10am to 4pm.

TAKE DOWN: Sunday, Nov. 9, 2025 after 4pm *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 October 4, 2025 and NO shows will not be refunded . Cancellations prior to October 4, 2025 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, 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 Christmas 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 - no refunds.
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 PAEX 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. **Accepting visitors or doing business through the emergency exits is strictly prohibited.**
12. PAEX committee reserves the right to move vendors.
13. Harassment and poor behavior will not be tolerated. In the event a vendor demonstrates this, they will be asked to leave immediately and not participate in the full show - no refunds.

SERVICES PROVIDED

- 1 Security - 24 hour alarm system.
2. Secure wireless internet is available, login information is posted on the wall in the main hall.
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 -exhibitors will receive an exhibitors pass. 1 extra pass may be available, cost to enter event is \$2.00
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 9:30 am, day of the show.
2. Displays must not be dismantled until after 4:00 pm, Sunday Nov. 2, 2025.
- 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 PAEX Board, Staff, and its sponsors and volunteers for any such claim or damages by signature of the rules and regulations. **All exhibitors must carry liability insurance and MUST provide a copy of insurance to the PAEX.**
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: _____



