



Application for  
**COMMERCIAL MERCHANDISE BOOTH**  
 PRINCE ALBERT EXHIBITION

**July 30 to August 3, 2024**

PRINCE ALBERT EXHIBITION ASSOCIATION  
 BOX 1538 PRINCE ALBERT, SK S6V 5T1

P: 306-764-1711 C: 306-941-8916 • F: 306-764-5246 • E: [paex@sasktel.net](mailto:paex@sasktel.net)

**PLEASE TYPE OR PRINT ALL INFORMATION**

Company: \_\_\_\_\_

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

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

Email Address: \_\_\_\_\_

Contact Person : \_\_\_\_\_ Phone: \_\_\_\_\_

**Give a description of your Unit/Booth including dimensions, and merchandise being sold.  
 List the exact nature of all items to be displayed, including ticket sales, raffles, etc.**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Include a second page if required.

**Pictures with dimensions of your unit/booth and copy of your insurance must accompany this application** Power Required  110v  30 amp  50 amp  No Power

Commercial Booth (25' Frontage) ..... \_\_\_\_\_ X \$800.00+GST/PST ..... = \$ \_\_\_\_\_

Commercial Booth (10' Frontage) ..... \_\_\_\_\_ X \$650.00+GST/PST..... = \$ \_\_\_\_\_

Non-Profit - Booth/Raffle ..... \_\_\_\_\_ X \$500.00+GST/PST..... = \$ \_\_\_\_\_

Power flat rate of \$100.00+GST&PST ..... = \$ \_\_\_\_\_

Environmental Fee flat rate \$50.00 +GST+PST..... = \$ \$55.50

**TOTAL** ..... = \$ \_\_\_\_\_

Tables must be ordered at time of entry, No extra tables will be available during Fair Week

A preauthorized damage/cleaning deposit of \$500.00 required by credit card no later than Monday 4:30 p.m. July 30, 2024.

**PAYMENT OPTIONS ARE:**

- 1) Stop in to the PAEX Admin Office to use point of sale device; or
- 2) E-transfer to [paex@sasktel.net](mailto:paex@sasktel.net); or
- 3) Call 306-941-8916 to relay credit card info for payment.

Payment Methods  Visa  M/C Cardholder: \_\_\_\_\_

Or E-Transfer to [paex@sasktel.net](mailto:paex@sasktel.net) Visa/Mc # \_\_\_\_\_ Exp. \_\_\_\_\_

Date \_\_/\_\_/\_\_ Signature: \_\_\_\_\_

**NOTE: PAYMENT IN FULL MUST ACCOMPANY THIS APPLICATION** along with a copy of your insurance coverage, naming **PRINCE ALBERT EXHIBITION** as additionally insured. Faxed applications will be accepted if accompanied by valid credit card payment. This application becomes a contract upon approval by the PAEX and the vendor is duly notified. Applications not accepted will have their payment refunded in full. **APPLICATION DEADLINE IS July 5th, 2024.**

**CANCELLATIONS:** Exhibit space rental fees will be refunded 50% provided cancellation notice is received by July 12, 2024. NO REFUNDS will be paid on no-shows or cancellations after July 12, 2024. The PAEX reserves the right to reject or cancel any or all orders or confirmations and refund exhibit space rental fees paid.

**THE VENDOR ADMITS HAVING READ OVER THIS AGREEMENT AND NO AGREEMENT EXISTS OTHER THAN HERE-  
 IN CONTAINED**

Signature of vendor: \_\_\_\_\_

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

## GENERAL INFORMATION

**THE PRINCE ALBERT EXHIBITION ASSOCIATION** will be presenting its Annual Summer Fair July 30 to August 3, 2024. Over the years the average attendance has been up to 40,000 over 5 days. The Summer Fair serves a large and diverse market in Central/North Saskatchewan.

For outdoor concession space, the following applies: **SHOW DATES: *Tuesday, July 30 to Saturday, August 3, 2024***  
***Vendors hours of operation open from 1:00 p.m. to 10:00 p.m. daily( you can open earlier if you are ready to go).***

**SET-UP: *Monday, July 29, 2024 - 1:00 p.m. to 5:00 p.m.; Tuesday, July 30, 2024 - 8:00 a.m. to 12:00 noon***

**TAKE DOWN: *Saturday, August 3, 2024 after 10:00 p.m.*** NOTE: All outside displays must be removed from the site by noon, Sunday, August 4, 2024.

### A. SERVICES PROVIDED

1. On Grounds Security - 24 hours. Refer to #6 below.
2. All outside spaces are marked and numbered prior to set up and are uniform in size.
3. Outdoor electrical service is limited. Concessionaires are responsible for specialized electrical hook-up charges to main power and can use their choice of electrical company. **State if power is required.**

B. **ONE car pass** will be provided for each Vendor. **No Exceptions.** Vehicles must be parked in designated areas only. No vehicles will be allowed on site after 11:00 AM each day. All parking is on the south side of main building. Entrance is the South East gate north of Rona.

C. **2 week gate passes** Extra Gate Passes are available at a cost of (5 days for \$45.00) or \$10 for a day pass, prior to start of Summer Fair, after Summer Fair starts regular gate fees apply.

D. **DELIVERIES:** All supplies must be delivered prior to 11:00 am daily - **NO** delivery trucks will be allowed on the PAEX grounds after 11:00 am. This will be strictly enforced.

### E. RULES & REGULATIONS

1. Vendors are to be fully assembled by 12:00 p.m. Tuesday, July 30, 2024. Late arrivals may have their space filled by a standby vendor. No refund will be paid in this instance.
2. Vendors must not be dismantled before 10:00 p.m. Saturday, August 3, 2024 without PAEX consent.
3. PAEX is not responsible for unmanned booths, walls & dividers are the responsibility of the renter.
4. Signs are to be no higher than 8 ft. from floor.
5. Power is charged at a flat rate fee of \$100.00. No extra extension cords are allowed. All cords must be outdoor regulation and fully the responsibility of vendor.
6. The vendor is responsible for public liability, theft, fire and other insurance on your exhibit and hereby indemnify the PAEX, the staff and its volunteers from every such claim and damages. A copy of your insurance coverage, naming PAEX as **ADDITIONALLY INSURED** must be submitted with application.
7. The vendor will conduct business in a quiet and orderly manner, and will not operate equipment that annoys or interferes with other vendors or visitors. Keep booth neat and clean, deposit all rubbish and garbage in the provided garbage receptacles and keep the ground on all sides of the concession free from rubbish and garbage.
8. Rugs may be used inside booths.
9. Dumping of waste water or grease anywhere on the Exhibition Grounds or down sewer pipes is strictly prohibited except at a designated disposal site. Violators will be fined \$500.00.
  10. Concessions handling coffee, drinks, sandwiches, lunches, etc. will use only paper cups/plates. AT NO TIME will crockery be used. Only permanent food booths will be allocated picnic tables supplied by PAEX. Do not remove picnic tables from the designated permanent food booth area.
11. All stands, amusements, displays, etc. must conform to Exhibition Standards & be accessible to any representative of the Association.
12. Signs showing the prices to be charged for all products must be conspicuously posted on each concession. The size of said signs, manner and placement of posting is to be approved by the PAEX. All signs must be professionally painted or printed - no handwritten signs allowed.
13. The vendor or their employees will not sell, exchange, or barter, any privilege ticket or grounds admission tickets issued to them.
14. This contract is not transferable without the written consent of the PAEX.
15. All soft drinks (carbonated beverages) juices and water sold by the vendor must be the product of **PEPSI COLA CANADA BEVERAGES**. No other drink can be sold, promoted, or given away from any location on the PAEX Grounds. All Pepsi products **MUST** be ordered through PAEX and fully paid for at the time of ordering before receiving product. No Returns on open cases. Note: Selling unapproved beverages may result in eviction with no refund.
16. The violation of any of the terms and agreements hereof, shall at the election of the PAEX cause the whole amount of this contract to become due and work a revocation and forfeiture of all rights and privileges herein granted to the vendor, and in the event of such breach by the vendor and such election by the PAEX any and all sums paid or contracted to be paid under this contract to said PAEX shall become the property of said PAEX as liquidated damages for said breach.
17. That the PAEX may at any time in its unfettered discretion upon the repayment by it to the vendor of a proportionate part up to such time of the sum paid by the vendor for this privilege revoke the same and require the vendor to remove him/herself, his/her employees and his/her property from the property of the PAEX.
18. That the PAEX shall have a lien upon all property being kept, used or situated upon said leased premises or upon said Fair Grounds whether such property be exempt or not, for the rent or privilege money to be paid under this contract, and for any damages sustained for any breach hereof; and that said PAEX shall have the right to disdain, take and remove same without any process of law, and appropriate said property to the use of said PAEX or sell the same to satisfy its claim against the vendor, and the vendor hereby expressly waives and forever releases the PAEX, it's officers, directors and staff from all claims and demands of every nature.
19. No person shall be allowed by him/herself, his/her staff or agent to sell, canvas or peddle around the Exhibition Grounds or roads therein, any wares whatsoever.
20. No person shall offer for sale in any way any item that is illegal or that resembles any weapon or drugs of any kind. All merchandise will be made accessible to an identified member of the PAEX if requested to ensure compliance.

**Signature Of Vendor:** \_\_\_\_\_

Date \_\_\_\_\_

**Signature of PAEX:** \_\_\_\_\_

Date \_\_\_\_\_