



Application for

OUTDOOR COMMERCIAL MERCHANDISE BOOTH

PRINCE ALBERT EXHIBITION

August 6th - August 10th, 2025

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

P: 306-764-1711 C: 306-941-8916 • EMAIL FORM TO: paex@sasktel.net E-TRANSFERS: paexpay@gmail.com

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. (*more writing space on page 2*)

Include a second page if required.

Pictures with dimensions of your unit/booth and copy of your insurance must accompany this application

Please check off choice of booth and power and fill in following information

Power Required → 110v 30 amp 50 amp No Power

Commercial Booth (25' Frontage) ~ \$800.00 (*\$888.00 with taxes*) = \$ _____

Commercial Booth (10' Frontage) ~ \$650.00 (*\$721.50 with taxes*) = \$ _____

Non-Profit - Booth/Raffle ~ \$500.00 (*\$555.00 with taxes*) = \$ _____

Power flat rate ~ \$100.00 (*\$111.00 with taxes*) = \$ _____

Environmental Fee flat rate ~ \$50.00 (*\$55.50 with taxes*) = \$ _____

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 4:30pm on Tuesday, August 5th, 2025

- PAYMENT OPTIONS ARE:** 1) Stop in to the PAEX Admin Office to use point of sale device; or
 2) E-transfer to paexpay@gmail.com, OR
 3) Call 306-941-8916 to relay credit card info for payment.

Payment Methods Visa M/C Cardholder: _____

Or E-Transfer to paexpay@gmail.com 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 4:30pm on July 4th, 2025.

CANCELLATIONS: Exhibit space rental fees will be refunded 50% provided cancellation notice is received by July 11th, 2025. NO REFUNDS will be paid on no-shows or cancellations. The PAEX reserves the right to reject or cancel any or all requests and/or confirmations.

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

Signature of vendor: _____

Date: _____

COMMERCIAL MERCHANDISE BOOTH

GENERAL INFORMATION

THE PRINCE ALBERT EXHIBITION ASSOCIATION will be presenting its Annual Summer Fair August 6th to 10th, 2025. Over the years the average attendance has been up to 30,000 over 5 days and between 4,000 and 6,000 daily. The Summer Fair serves a large and diverse market in Central/North Saskatchewan.

For outdoor concession space, the following applies: SHOW DATES: Wednesday, August 6th to Sunday, August 10th, 2025

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, and you may stay open until 11:00pm if you wish, as the midway rides stay open until midnight).

SET-UP: **Monday, Aug. 4th, 2025 - 1pm to 5pm, and Tuesday Aug. 5, 2025 - 8am to Noon.**

TAKE DOWN: **Sunday, August 10th, 2025 after 10:00 p.m. & Monday, August 11th, 2025** NOTE: All outside displays must be removed from the site by noon, Tuesday, Aug. 12, 2025.

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 + taxes = \$49.95) or \$10 (+ taxes = \$11.10) for a day pass, prior to start of Summer Fair, after Summer Fair starts regular gate fees apply. (must be purchased before 4:30pm on Aug. 5, 2025)

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. Wednesday, August 6th, 2025. 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. Sunday, August 10th, 2025 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 + taxes. No extra extension cords are allowed. All cords must be outdoor regulation and are 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 **Coca-Cola Prince Albert Beverages**. No other drink can be sold, promoted, or given away from any location on the PAEX Grounds. Method of Coca-Cola product delivery to be determined and relayed 1 week prior to Summer Fair. No Returns on open cases. **Note: Selling unapproved beverages may result in eviction with no refund.**
 16. **The Prince Albert Exhibition Association 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, OR if the Exhibitor demonstrates disrespect - NO REFUNDS.**
 17. 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, its officers, directors and staff from all claims and demands of every nature.
 18. 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.
 19. 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.

