



August 16-19 2018 Vendor Application

Company Name: _____
Contact Name: _____ Title: _____
Mailing Address: _____ City: _____ Prov: _____
PC: _____ Phone: _____ Cell: _____
Email: _____ Website: _____

Brief description of the items to be sold/displayed (**Please Note:** if you have a product not listed below, you may be asked to remove this item from your booth if another vendor is already selling the same product that has included it on their selling list):

Applicant Requirements

1. 50% of the total funds owing are due for this application to be processed. The remaining 50% must be paid by **July 6, 2018, before 5pm.**
2. Applications without complete contact information will not be processed.
3. **Unsigned applications will not be processed.** By signing, you acknowledge and agree to follow all rules and regulations.

***Please note there are changes to this year's application.** Read the rules and regulations for any clarification.

Set Up: Wednesday, August 15, 2018 between 9:00am—8:00pm

Check In: The office will be open for Vendors to check in and for assistance with set up and to pick up packages (packages will not be mailed out). Please report to the office upon arrival.

Dates and Hours of Operation for Vendors during the BCNE:

Thursday	August 16, 2018	10:00am-9:00pm
Friday	August 17, 2018	10:00am-9:00pm
Saturday	August 18, 2018	10:00am-9:00pm
Sunday	August 19, 2018	10:00am-6:00pm

Move Out Times:

August 19, 2018: 6:00pm-8:00pm and August 20, 2018: 10:00am-5:00pm *no security after 12:00pm

Vendor Invoice 2018



INDOOR VENDOR: KIN 1	Frontage X Depth	Quantity:	Cost:
Vendor	10' X 10'	\$500.00 X _____ =	\$ _____
Corner Booth (104, 119, 120, 134)*	15' X 10'	\$750.00 X _____ =	\$ _____
Crafter/Not-for-Profit**	10' X 10'	\$175.00 X _____ =	\$ _____

All booths include power, drapery, one table, and two chairs

*Subject to availability. See map on page 3 of this application for locations.

**Please see page 3 of this application for a description of crafter and not-for-profit

OUTDOOR VENDOR:	Frontage X Depth	Quantity:	Cost:
Vendor	10' X 10'	\$425.00 X _____ =	\$ _____
Agriculture ONLY***	10' X 10'	\$250.00 X _____ =	\$ _____

If you require power as an Outdoor Vendor, please order via Central Display at 250-961-4006. The BCNE will not be responsible for a Vendor who may share a power outlet.

***Please see page 3 of this application for a description of Agriculture ONLY

PASS ORDER:

Please order your passes at the time of booking (passes you need over and above the complimentary number) on or before July 6, 2018. Each Vendor receives 5 complimentary four day wristbands.

Passes:	Quantity:	Cost:
One Day Admission Pass	\$7.00 X _____ =	\$ _____
Four Day Admission Pass	\$28.00 X _____ =	\$ _____
Four Day Camping Pass	\$10.00 X _____ =	\$ _____

The BCNE is not responsible for lost or stolen passes.

Cost for Booth Space: \$ _____

5% GST on Booth: \$ _____

Total Passes: \$ _____

GRAND TOTAL: \$ _____

PAYMENT:

Please make cheques payable to: Prince George Agricultural and Historical Association OR PGAHA

Mail to: PO Box 955 Stn A, Prince George, BC, V2L 4V1

Visa/Mastercard accepted via phone: (250) 563-4096

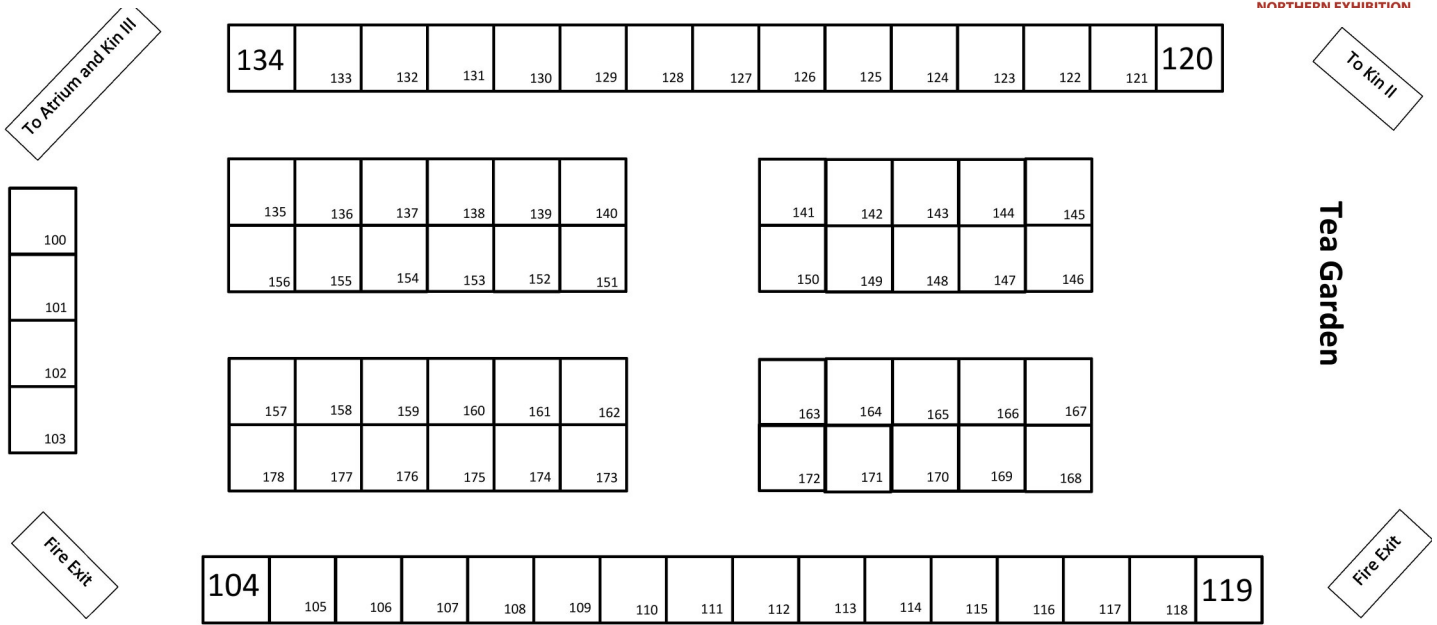
E-transfer: gmbcne@gmail.com

Company Name: _____

Signature: _____ Date: _____

Method of Payment: _____ Date Received: _____

Kin 1 Vendor Map 2018



*Map is for reference of corner booths.

Rules and Regulations 2018

1. **To qualify as a Crafter/Artisan:** Artisan/Crafter must reside within the Prince George Region and items sold/displayed **must be made locally. Seller must NOT have a store front.** Should you have a store front, you will be considered a vendor and will pay the vendor price. Any vendors selling edible items must have a Foodsafe Certificate and be Health Board Approved as well as provide a copy of labelling for specialty items.
2. **To qualify as a Not-for-Profit:** A not-for-profit must be registered and must supply the BCNE with their registration number.
3. **To qualify as an Agricultural Only:** The organization or business must be able to demonstrate a clear and defined Agricultural related mandate that is approved by the PGAHA; in any case, the PGAHA Board of Directors has final say.
4. **Contract for Space Rental:** No space shall be reserved without the required 100% Payment in Full. No refunds will be made for any space not used or for space remaining unoccupied during the fair. The BCNE may rent or use it for other purposes with no obligation of refund. Once payment has been paid in full, your location and business name will be placed on our map and posted on the BCNE website for guests to find your business and your location. Once you are placed, that is your location and this will not change.
5. **Allotment of Space:** The allotment of space shall be at the discretion of the BCNE. Spaces are booked on first come first served (Paid in Full) basis. All efforts will be made to avoid duplicates; however, it is not guaranteed and there may be Vendors selling (some of) the same product/services. In all cases the BCNE reserves the right to reject or accept conditional applications at any time.

Rules and Regulations 2018



6. **Use of Space:** The space contracted for, is to be used solely for the Vendor whose name appears on the application and only for those products listed on the application. The Vendor agrees the allotted space shall not be assigned, shared, subleased, in whole or part except by written approval of the BCNE. The Vendor agrees to occupy the space for the full four days of the BCNE. No one, two, or three day vendors will be accepted unless sharing space with another vendor.
7. **Payment Schedule:** A minimum of 50% deposit is due at the time the application is submitted. Payments must be paid in full on or before July 6, 2018. Additional gate passes must also be purchased at this time or you will be required to purchase your gate admission right at the gates at full price. Payments can be made by Visa, Mastercard, E-transfer: gmbcne@gmail.com, or cheque payable to PGAHA.
8. **Cancellations:** Cancellation of any booked space, after June 1, 2018 will result in a \$200 cancellation fee being held from any monies paid; the space will be re-sold. Cancellation of any booked space after July 6, 2018 will result in no refunds being owed by the BCNE; all monies paid will be held by the BCNE and the space will be resold.
9. **Staffing of Booths:** Booths shall be manned by agents of the Vendor wearing their business/company name tag while the show is officially open.
10. **Damage and Liability:** The Vendor is responsible for all damages to the BCNE facility, Show Property, or Display Equipment. The BCNE will maintain Security services and will take reasonable precautions to safe guard Vendor's property, however, the BCNE assumes no responsibility or liability for loss or damage through any cause of goods, exhibits or any other materials, owned, rented or leased by the Vendor.
11. **Purchased Insurance:** To be placed with a company licenced to provide insurance in British Columbia and in the amount of 2,000,000.00 and in the Favour of The Prince George Agricultural and Historical Association (BCNE) and the City of Prince George.
12. **The Vendor** will accept the space in the condition in which they rented. The vendor will leave the space as they found it. **Exhibitors/Vendors will be billed a fee up to \$200.00 for any clean up** required by the Exhibition. Garbage is to be disposed of by the Vendor in the Bins provided (**NOT in the guest garbage bins**).
13. **Restrictions:** The exhibition has the right to limit the generation of noise, smell, dust, smoke, litter, and method of operation, creation of safety hazards or any other result, which may become objectionable or otherwise distract from or be out of keeping with the character of the show as a whole. Booths must be maintained in a neat and orderly manner throughout the show. Preparation and or serving of food and beverages of any kind without permission of the BCNE is strictly prohibited.
14. **The Consumption of Alcohol or Illicit Drug use** or any related illegal activity will result in immediate expulsion from the grounds with NO REFUND and Legal action may apply.
15. **Raffles** of any type must be cleared through the BCNE-except free draws by the Vendors.
16. **Electrical Outlets:** must be installed by an approved designate of the BCNE. Each space booked is responsible for their power outlet. BCNE will not be responsible for loss or damage occurred in the event of an overload in power due to sharing an outlet or insufficient wattage in power.

Rules and Regulations 2018



17. **Interpretation and Enforcement:** The management of the BCNE rests with the Prince George Agricultural and Historical Association (PGAHA). These conditions of contract, display rules, and regulations form part of the contract between the Vendor and the BCNE. All matters in question not covered by these regulations are subject in the first instance, to the decision of the President and or Manager of the PGAHA, or their duly authorized representative(s). All decisions made shall be adhered to by all parties. It is the responsibility of the Vendor or their designated representative to familiarize themselves with the rules and regulations.
18. **Outdoor Vendors:** are aware that inclement in weather, including thunder, rain, wind, and electrical storms can sweep the grounds at any time and must ensure that their tents/displays/items are adequately secured and do not pose any danger to any person or their property should inclement weather hit during the BCNE. The BCNE is not responsible for any items damaged due to weather. There are NO REFUNDS for any misfortunate happenings or Loss of Revenue due to weather or any other “act of God”.
19. **The sale or display of any item deemed a “Weapon”** or that could potentially be used to cause harm to others, including swords, knives, batons, guns or any other firearm-whether fake or real, or in any event, an item that is deemed a weapon by the BCNE is strictly prohibited from being displayed or sold on the grounds during the British Columbia Northern Exhibition.
20. **The sale or display of any item that is deemed as “Drug Paraphernalia”** includes pipes, rolling paper, roach clips, and the like, or in any event, any item being deemed by the BCNE to be “**Drug Paraphernalia**” is strictly prohibited from being sold or displayed on the grounds during the BCNE.
21. **The sale or display of any item that is not suitable for a “Family Show”** i.e. T-Shirts with degrading or vulgar slogans or, in any event any item that is deemed by the BCNE to be inappropriate, is strictly prohibited from being displayed or sold on grounds during the annual BCNE.
 - A. **During the BCNE, the President or the General Manager or the Designate** of them may be called upon to deem an item, in the case of #19-21, as being prohibited from being sold on grounds during the annual BCNE.
 - B. **Any vendor** found in non-compliance with this Policy may be directed to leave the grounds immediately and for the duration of the event, with no reimbursement of funds due to them, and may be banned from future years at the BCNE.
22. **Signs advertising** your business, must remain within your rented space.
23. **If you require Power or Tent Rentals:** Please order via Central Display at 250-961-4006. The BCNE will not be responsible for a Vendor who may share a power outlet.
24. **Spaces are subject to an additional \$200.00 environmental fee** if the space is left with garbage, oil, oil containers, or drain water on the grounds.

I HAVE READ AND AGREE to all the rules and regulations:

Signature: _____ Date: _____