

**Prince George Agricultural and
Historical Association**

4175 18th Avenue

Prince George, British Columbia

Tel: 250-563-4096 Email: pgbcne@gmail.com

**We invite you to register to be a vendor at the
113th BCNE August 14th to 17th**

**Please read the application package carefully as there are
some important dates and changes that will be followed
strictly.**

**We look forward to having you join us for another
successful and fun-filled BCNE**

BCNE Vendor Application August 14 – 17, 2025

Company Name: _____

Contact Name: _____ Phone: (____) _____ Alternate: (____) _____

Email: _____ Website: _____

Mailing Address: _____ City: _____ Prov: _____ PC: _____

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). Each vendor is required to provide one small donation towards door prizes.

Application Requirements

1. 50% of the total funds owing are due for this application to be processed. The remaining 50% must be paid by **May 15, 2025 before 4pm**. Applications received after May 15th must be paid in full to proceed.
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.
4. Registration and payment of registration fees does not guarantee application acceptance. Applications will be adjudicated once all required information is received. The BCNE reserves the right to accept and reject any application. All unsuccessful applicants will be refunded their fees in full.

Set Up: Wednesday, August 13, 2025, between 9:00am – 7:30pm. **There will be no early admittance and all Vendors must vacate the building by 8:00pm.**

Check In: Please report to the Info Booth in Kin 1 to pick up your vendor package (packages will not be mailed out). Vendor packages will include all wristbands, grounds map (showing parking availability), receipts and a copy of the vendor code of conduct as well as these rules. Packages will be available on set up day (Wednesday August 13, 2025) at the temporary office area for vendors near the roll up door at Kin 1, between 9:00 am – 8:00 pm. FINAL PACKAGES WILL NOT BE AVAILABLE IN ADVANCE. **All vendors, both indoor and outdoor, must check in at the info booth before proceeding to their designated booth.**

Dates and Hours of Operations for Vendors during the BCNE:

****please note that the doors will be open for vendors only at 9 am each day. There will be no early admittance****

Vendor areas must be manned 15 minutes before opening

Thursday	August 14, 2025	10:00am – 9:00pm
Friday	August 15, 2025	10:00am – 9:00pm
Saturday	August 16, 2025	10:00am – 9:00pm
Sunday	August 17, 2025	10:00am – 6:00pm

Move Out Times:

Sunday	August 17, 2025	6:30pm – 8:30pm
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NO VEHICLES PERMITTED ON THE GROUNDS BEFORE 6:30PM

Monday	August 18, 2025	10:00am – 5:00pm*
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****Security is on site for the duration of the BCNE, including set up and take down****

1. **Allotment of Space:** The allotment of space shall be at the discretion of the BCNE. All booths are subject to availability and are booked on a first paid (50% down) basis. See the attached maps for booth locations. Once 50% payment has been received, your location and business name will be placed on our map. All efforts will be made to avoid duplicates; however, **it is not guaranteed** and there may be vendors selling some of the same products/services. In all cases, the BCNE reserves the right to reject or accept conditional applications at any time.
2. **Booths:** Indoor booths include power, drapery and **one** table. If you require any chairs or a second table, you **MUST** contact Central Display 250-961-4006 and pay Central Display directly. Outdoor booths requiring any tables, chairs, tents or power are to contact Central Display 250-961-4006 and will pay Central Display directly. The BCNE will not be responsible for a Vendor who may share a power outlet.
3. **To qualify as a Crafter:** A Crafter must reside within the Prince George Region and items sold/displayed **must be made locally. Seller must NOT have a store front. Items must be handmade. Make – Bake – Grow.** Should you have a store front, you will be considered a commercial business and will pay the commercial business price. Any vendors selling edible items must provide a copy of their Food Safe Certificate and be Health Board Approved as well as provide a copy of labelling for specialty items. Any vendors selling cosmetic products must follow the Health Canada Cosmetic Guidelines included completed Cosmetic Notification Forms (CNF) and Health Canada required labeling. Any vendors selling natural health products must provide their NHP license as issued by Health Canada.
4. **To qualify as a Not-for-Profit:** A not-for-profit must be registered and **must** supply the BCNE with their registration number. These booths are information only. The sale of raffle tickets is only permitted with prior written approval from the PGAHA office and with notification of the gaming license number.
5. **Payment Schedule:** A minimum of a 50% payment is required at the time the application is submitted. Outstanding payments must be paid in full on or before May 15, 2025, at 4pm. Any additional gate passes required may also be purchased at this time, or you will be required to purchase your gate admission passes at the gates for full price. Payments can be made by Visa, Mastercard, E-transfer, cheque or cash.
6. **Use of Space:** The space contracted 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 or subleased in whole or part except with 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 approval for sharing space with another vendor has been provided by the BCNE.
7. **Cancellations and Refunds:** Cancellation of any booked space after May 15, 2025, will result in a 50% cancellation fee and the space will be resold. Cancellation of any booked space after June 15, 2025, will result in no refunds being owed by the PGAHA/BCNE; all monies paid will be held by the PGAHA/BCNE and the space will be resold. No refunds will be made for any space not used or for space remaining unoccupied during the fair. The BCNE may rent or use the unoccupied space for other purposes with no obligation of refund.

8. **The Vendor** will accept the space in the condition in which they rented. The vendor will leave the space as they found it. **Vendors will be billed a fee up to \$200.00 for any clean up** required by the BCNE. Garbage is to be disposed on by the Vendor in the bins provided.
9. **Vehicles:** All vehicles **must** be off the grounds by 9:45am each morning of the BCNE or result in vehicles being towed. Parking is available in the very back gravel lot marked vendor parking or in the front main parking lot. One (1) parking pass is included for each vendor. These are **non-transferrable**. **NO** vehicles permitted on the grounds for tear down before 6:30pm on Sunday August 17, 2025.
10. **Food Preparation:** Preparation and/or serving of food and beverages of any kind without permission in writing from the PGAHA/BCNE is strictly prohibited.
11. **Staffing of Booths:** Booths must be manned at all times for the duration of the BCNE. See page 1 of the application for details on the dates and hours of operation. Short term relief staff is available if necessary.
12. **Signs advertising** your business must remain out of public walkways and other event areas. The BCNE reserves the right to remove any signs that are not within your rented space should they deem necessary.
13. **Raffles** of any type must be approved by the PGAHA/BCNE with the exception of free draws. Gaming license numbers must be provided to the PGAHA office before the BCNE.
14. **Insurance:** Must be purchased with a company licensed to provide insurance in British Columbia and in the minimum amount of \$2,000,000.00. The Prince George Agricultural and Historical Association (BCNE) and the City of Prince George must be listed as “Added Insured”.
15. **Damage and Liability:** The Vendor is responsible for all damages to the BCNE facility or display equipment. The BCNE will maintain security services and will take reasonable precautions to safeguard Vendor 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.
16. **Safety:** The BCNE 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 be 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.
17. **Electrical Outlets** must be installed by an approved designate of the BCNE. Each space booked is responsible for their power outlet. The 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.
18. **Outdoor Vendors** are aware that inclement 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, including unsecured shelters. 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. **PGAHA/BCNE celebrates a vibrant and diverse community** by providing space to community organizations; however, organizations or vendors promoting any type of hate or prejudice are not permitted, and if set up will immediately be asked to leave.
20. **The consumption of alcohol or illicit drug use** or any related illegal activity will result in immediate expulsion from the ground with NO REFUNDS and Legal action may apply.
21. **The sale or display of any item deemed a “weapon”** or that which could potentially be used to cause harm to others, including swords, knives, batons, guns or similar firearm whether real or fake, or in any event, an item that is deemed by the PGAHA to be a weapon, is strictly prohibited from being sold and/or displayed on the grounds during the annual BCNE.
22. **The sale or display of any item that is deemed as “drug paraphernalia”** including pipes, rolling paper, roach clips and the like, or in any event, any item that is deemed by the PGAHA to be drug paraphernalia, is strictly prohibited from being sold and/or displayed on the grounds during the annual BCNE.
23. **The sale or display of any item that is deemed “offensive or inappropriate for a family show”** i.e. t-shirts with slogans and/or messages deemed inappropriate for a family show or any item that is deemed by the PGAHA to be offensive or inappropriate, is strictly prohibited from being sold and/or displayed at the annual BCNE.
24. **During the BCNE**, the General Manager, the President, the first Vice President or their designate in the aforementioned order, will be notified immediately and, in cooperation with the chairperson responsible for the Vendor area on behalf of the PGAHA, may deem an item as being prohibited from being sold and/or displayed on grounds during the annual BCNE.
25. **Professional Conduct:** vendors must present themselves in a professional manner during the entire process of the BCNE, including set up, public time, and on social media channels. Vendors will not engage in any fraudulent or deceptive advertising or selling practices. The event organizers reserve the right to intervene in any situation or practice that is deemed to be harmful to the reputation of the event, the organizer, and other vendors.
26. **Any vendor found in non-compliance** with these rules and regulations may be either given the opportunity to take corrective measures or be directed to leave the grounds immediately with the assistance of Security and/or the RCMP, if required, for the duration of the event, with no reimbursement of funds due to them, and may be banned from future years at the BCNE.
27. **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 General 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.

28. **Privacy Policy:** The information collected in this application will only be used for the purposes of updating the Prince George Agricultural and Historical Association's confidential community group database to ensure communication between the event and its vendors. No information provided will not be shared unless written permission is received. This information is collected and managed in strict accordance with the *Personal Information Protection Act*.

By signing, you agree that you have read and agree to all the rules and regulations:

Signature:_____ Date:_____

Indoor Vendor

Kin 1 Invoice



Vendor Booth (Indoor)	Frontage X Depth	Price (GST included)	Quantity	Cost:	Booth #
Commercial Vendor	10' X 10'	\$525.00	=	\$	
Home Based Business	10' X 10'	\$367.50	=	\$	
Crafter / Not-for-Profit	10' X 10'	\$210.00	=	\$	
Corner Booth (100, 115, 116, 130)	15' X 10'	\$787.50	=	\$	

Vendor Booth Total \$_____

For any chairs or a second table, contact Central Display 250-961-4006

PASS ORDER: Each Vendor receives five (5) complimentary four-day wristbands. It is the vendors responsibility to ensure that their staff/volunteers receive their wristbands. More passes can be bought for an additional price. The BCNE is not responsible for lost, stolen or damaged passes.

Passes	Price (GST included)	Quantity	Cost:
One-day Admission Pass	\$7.00	=	\$
Four-day Admission Pass	\$28.00	=	\$
Four-day Camping Pass	\$40.00	=	\$

Passes Total \$_____

EVENT INSURANCE: All Vendors must provide proof of insurance. We recommend Duuo

Vendor Booth Total + Passes Total =

GRAND TOTAL: \$_____

Deposit: \$_____

Remaining Due: \$_____

HOST HOTEL: The BCNE is proud to have partnered with the Sandman Hotel Group. They are graciously offering reduced rates for vendors and guests. If needed, please contact the office for a booking code.

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

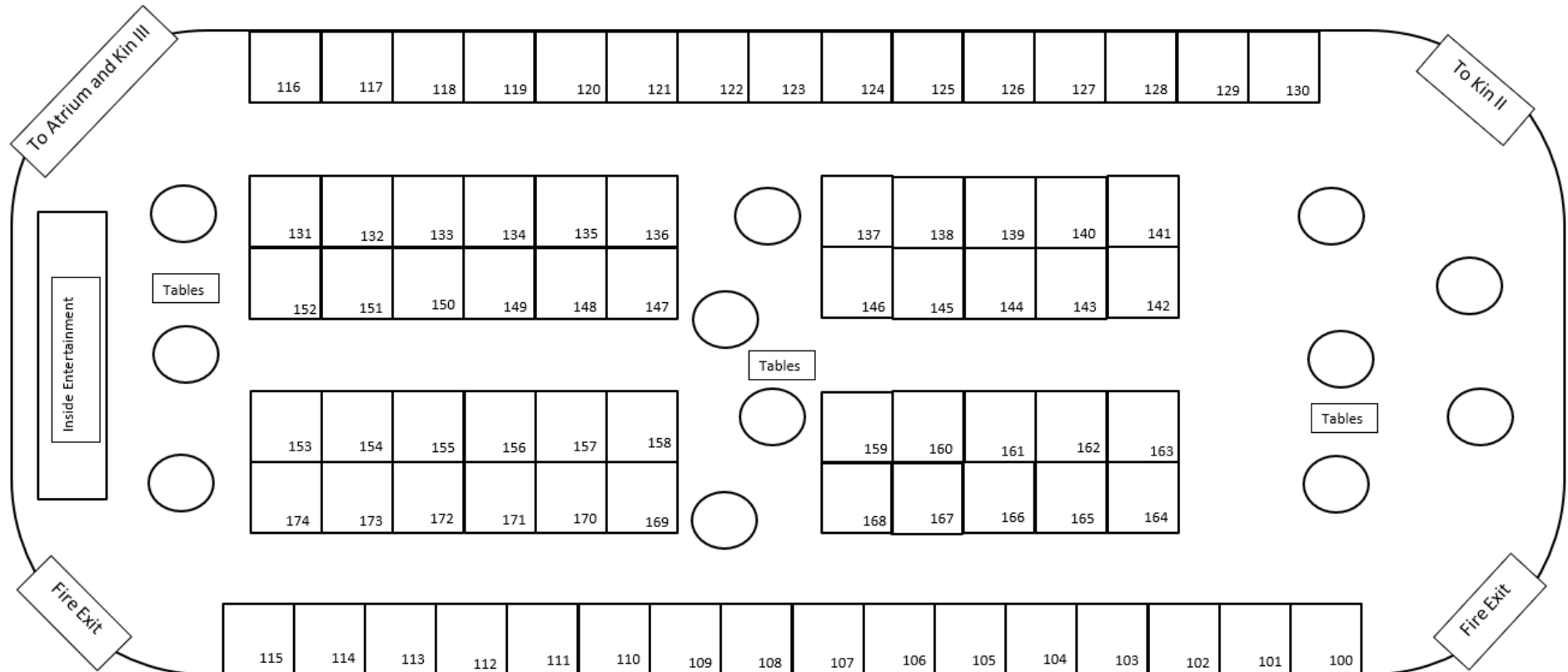
E-transfer: gmbcne@gmail.com

Company Name: _____

Signature: _____ Date Signed: _____

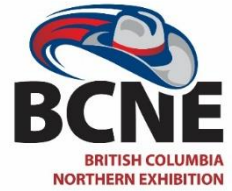
Method of Payment: _____ Date Received: _____

Kin 1 Indoor Vendor Map



Outdoor Vendor

Invoice



Vendor Booth (Outdoor)	Frontage X Depth	Price (GST included)	Quantity	Cost:	Booth #
Commercial Vendor	10' X 10'	\$446.25	=	\$	

Vendor Booth Total \$_____

For any power and tent needs – Contact Central Display 250-961-4006.

PASS ORDER: Each Vendor receives five (5) complimentary four-day wristbands. It is the vendors responsibility to ensure that their staff/volunteers receive their wristbands. More passes can be bought for an additional price. The BCNE is not responsible for lost, stolen or damaged passes.

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Passes Total \$_____

EVENT INSURANCE: All Vendors must provide proof of insurance. We recommend Duuo

Vendor Booth Total + Passes Total =

GRAND TOTAL: \$_____

Deposit: \$_____

Remaining Due: \$_____

HOST HOTEL: The BCNE is proud to have partnered with the Sandman Hotel Group. They are graciously offering reduced rates for vendors and guests. If needed, please contact the office for a booking code.

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 Signed: _____

Method of Payment: _____ Date Received: _____

Outdoor Vendor Map

