

Prince George Agricultural and Historical Association

4175 18th Avenue

Prince George, British Columbia

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

BCNE Vendor Application August 17 – 20, 2023

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** if another vendor is already selling the same product that has been included on their selling list). **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 **July 5, 2023, before 4pm**. Applications received after July 5th 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 17, 2023, between 9:00am – 7:30pm. **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). **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:

| | | |
|----------|-----------------|------------------|
| Thursday | August 17, 2023 | 10:00am – 9:00pm |
| Friday | August 18, 2023 | 10:00am – 9:00pm |
| Saturday | August 19, 2023 | 10:00am – 9:00pm |
| Sunday | August 20, 2023 | 10:00am – 6:00pm |

Move Out Times:

Sunday August 20, 2023 6:30pm – 8:30pm

NO VEHICLES PERMITTED ON THE GROUNDS BEFORE 6:30PM

Monday August 21, 2023 10:00am – 5:00pm*

*please note there is no security after 12:00pm on Monday

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, one table and two chairs. 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.
4. **To qualify as a Not-for-Profit:** A not-for-profit must be registered and must supply the BCNE with their registration 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 July 5, 2023, 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 June 1, 2023, will result in a \$200 cancellation fee and the space will be resold. Cancellation of any booked space after July 5, 2023, 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.

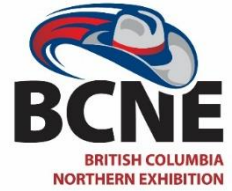
9. **Vehicles:** All vehicles must be off the grounds by 9:45am each morning of the BCNE. Parking is available in the very back gravel lot marked vendor parking or in the front main parking lot. One (1) parking pass is included for each vendor. These are **non-transferrable. NO** vehicles permitted on the grounds for tear down before 6:30pm on Sunday August 20, 2023.
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.
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.
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 of 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, 120) | 15' X 10' | \$787.50 | = | \$ | |

Vendor Booth Total \$ _____

PASS ORDER: Each Vendor receives five (5) complimentary four-day 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. Event insurance can be purchased through us for an additional cost and applications must be received by July 28, 2023. The application for event insurance is attached with this package.

Please select your option for event insurance:

- Two million general liability \$78.75 (GST included)
 Five million general liability \$89.25 (GST included)
 Will supply own proof of insurance

Vendor Booth Total + Passes Total + Event Insurance =

GRAND TOTAL: \$ _____

Deposit: \$ _____

Remaining Due: \$ _____

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

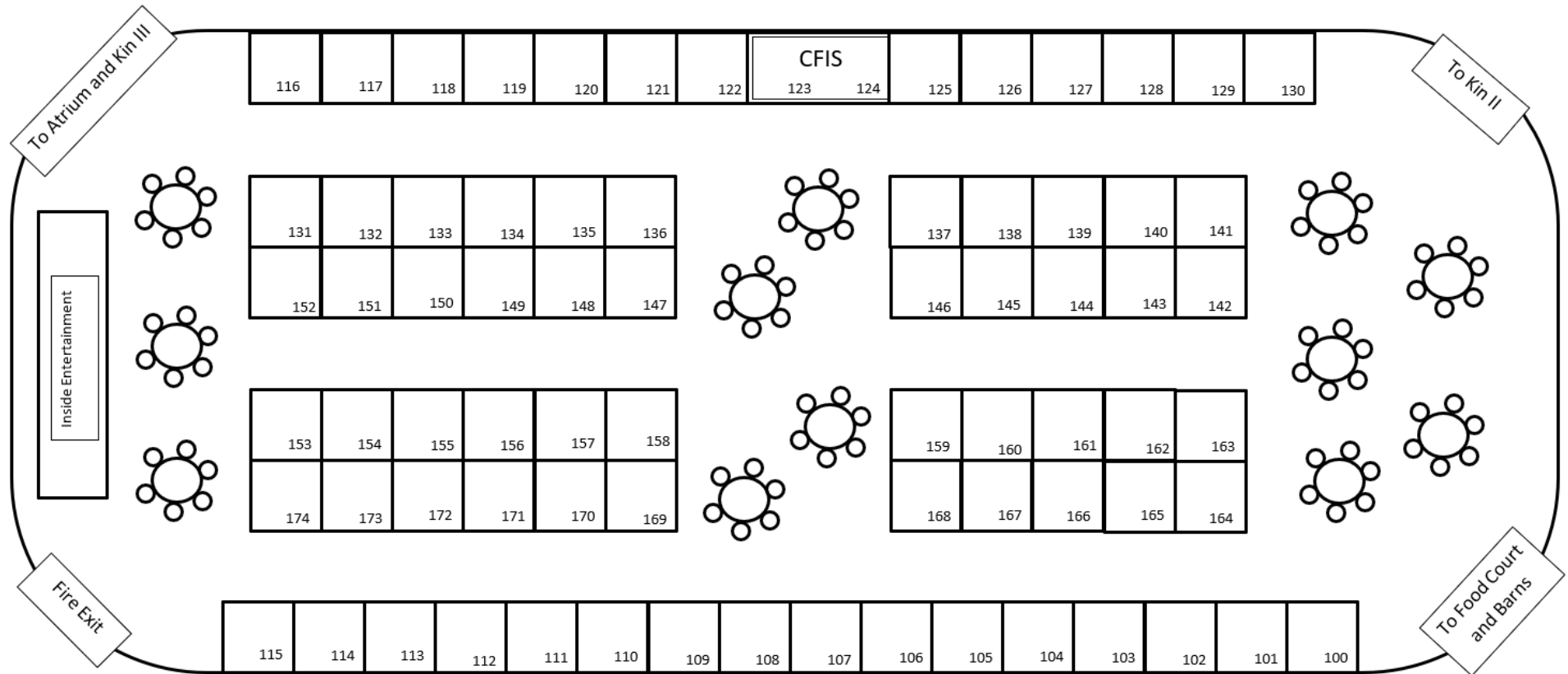
E-transfer: gmbcne@gmail.com

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. More passes can be bought for an additional price. The BCNE is not responsible for lost, stolen or damaged passes.

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| One-day Admission Pass | \$7.00 | = | \$ |
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Vendor Booth Total + Passes Total + Event Insurance =

GRAND TOTAL: \$ _____

Deposit: \$ _____

Remaining Due: \$ _____

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

