

VENDOR/CONCESSIONAIRE APPLICATION/CONTRACT

July 3rd, 4th & 5th, 2020



NOTES:

- All applications are subject to review and approval of the Vendor coordinator and Board.
- The full fee must be included with the application.
- All questions/concerns to be directed to the Vendor Coordinator or Designate
- Applications not accepted will receive full refund of application fee.

Company Name/Nature of Business: _____

Mailing Address: _____

Contact Person or Persons: _____

Home Phone and/or Cell No.: _____

Email Address: _____ Fax No. _____

Vendor/Concession Requirements: Indoor Outdoor

Please supply a detailed list of goods to sell and or information to distribute:

Spaces are based on a minimum 15' wide x 10' deep @ \$10 plus GST per foot frontage width (\$150 plus GST= \$157.50). Fees for additional space will be \$10 per foot frontage width plus GST. Fees cover from Friday Noon to Sunday 6:00 pm.

Please indicate space required: _____

Previous Location (not guaranteed each year – returning vendors (paid) will have priority to previous location if possible):

Electrical (**lights only 110V**) \$10 Yes No

Please be accurate in the size of space required, including hitch, bumpers, awnings, etc. All oversized booths will require an additional space and cost.

Applications/Contracts that are approved will include two 3 Day Passes or 6 daily Passes.

Please choose: two 3 Day passes OR 6 Daily passes

Additional passes may be purchased. Please indicate below how many you require.

Daily Pass \$5 _____ Total cost: _____

Once Full Payment has been received, vendor packages will be mailed out prior to July 3rd or can be picked up at the Portage Ex Admin office after June 26th.

Vendor Coordinator: Heather Greenlay – 204-857-3231 / Email: info@portageex.com



INDOOR/OUTDOOR EXHIBITOR INFORMATION

Please read all the information on this sheet and sign where indicated.

- Display areas are approximately 15' wide x 10' deep either on grass or concrete. Additional space will be \$10 per foot frontage width plus GST
- There is no guarantee that each location is provided with electricity and any electrical requirements must be noted on the attached application/contract. An additional charge of \$10 for 110V will be applied to vendor/concession fee.
- **All structures, tents or enclosures must meet the approval of the Exhibition**
- No furniture is provided for outdoor displays. Exhibitors are responsible for their own chairs, tables, etc.
- **Any representative of the Exhibition shall have access to all vendor/exhibitor spaces at all times.**
- Exhibitors may begin setting up at **8 am Thursday, July 2, 2020.**
- Please be ready by 11:00 am, Friday July 3rd and ensure that all vehicles be removed from the grounds by that time. Vendor parking will be designated by parking security.
- **Vendors/Concessionaires must be set up by at least 30 minutes before opening hours and remain open until the MNP building closes each day. MNP building hours are: 12 noon to 10 p.m. Friday, 12 noon until 8:00 pm Saturday and 12 noon to 6 p.m. Sunday. Outdoor Vendors: There will be activity on the grounds after the MBP building is closed each day.**
- **ALL vendors/exhibitors MUST coordinate with office and Parking Security BEFORE bringing vehicles up when ready to pack up Sunday evening. NO EXCEPTIONS.**
- Security is on the grounds 24 hours a day.
- Indoor & Outdoor spaces are allocated by the vendor coordinator with consent of the Exhibition board
- **Space may be guaranteed only by mailing the Indoor/Outdoor Exhibitor contract, along with payment. Full payment must reach Portage Industrial Exhibition by Friday May 1, 2020.**
- **Vendors/concessionaires are required to send proof of liability insurance with their application/contract and payment. All applications will be subject to the Board.**
- **Vendors/concessionaires are prohibited from selling or having in their possession cap guns, fireworks or drug paraphernalia. This will result in the expulsion and removal of the vendor/concessionaire from the Exhibition grounds and property with no refund of fees. Absolutely no fireworks, smokers, snap pops or any other noise making items which will cause danger to livestock or their handlers. The use of loudspeakers, amplifiers, radio or other sound devices must be regulated.**
- Vendors/concessionaires will conduct their business in a quiet, orderly manner, keep their space neat and clean, and deposit all garbage, tin cans, bottles in the appropriate receptacles placed on the grounds by the Exhibition.
- **If a Vendor wishes to stay onsite, they must book either a campsite or a tent site.**

I have read and understand the information and rules as set out in this application/contract.

Signature _____ Date _____

Mailing Address:

Portage Industrial Exhibition Association
PO Box 278
Portage la Prairie, MB R1N 3B5

FOR OFFICE USE ONLY:

Date Application Received: _____

Date Fees Received: _____

Total Fees: _____

Total Passes Requested: _____

Date Passes Mailed: _____