



VENDOR APPLICATION/CONTRACT

July 4th, 5th & 6th, 2025

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. _____

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

Spaces are a minimum fee of \$150 plus GST= \$157.50. Fees for additional space (IF AVAILABLE) will be \$10 per foot frontage width plus GST (Indicate on application). Fees cover from Friday 2:00 pm to Sunday 8:00 pm.

Vendor Requirements: Indoor (10 x 5) _____ Outdoor (15 x 10)

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

Arrival Date & Time for set up (required): _____

Electrical (**lights only 110V**) \$10 plus GST = \$10.50 Yes No

Please be accurate in the size of space required, including hitch, bumpers, awnings, etc. All oversized booths will require 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: _____ Weekend Pass # _____ @ \$10 Total Cost: _____

Once Full Payment has been received (deadline May 31st), vendor packages will be mailed out no later than June 18th or can be picked up at the Portage Ex Admin office after June 19th.

Vendor Coordinator: Sonya Smith - Email: sonyakylesmith@gmail.com – Text: 204-856-9209
Fax-204-239-1701



INDOOR/OUTDOOR EXHIBITOR INFORMATION

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

- Indoor vendor spaces are approx. 10' x 5' w/ 1 x 8' table included. Outdoor vendor spaces are approx. 15' x 10' (no table). Additional space **(IF AVAILABLE)** 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 fee.
- **All structures, tents or enclosures must meet the approval of the Exhibition. Outdoor vendors must use tent leg weights only. NO GROUND STAKES TO BE USED. Minimum of 45# weight per leg.**
- 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 **Noon Thursday, July 3rd, 2025.**
- **Please be ready by 1:00 pm, Friday July 4th** and ensure that all vehicles be removed from the grounds by that time. Vendor parking will be designated by Vendor Coordinator and/or parking security.
- **Vendors/Concessionaires must be set up by at least 30 minutes before MNP opening hours and remain open until the MNP building closes each day. MNP building hours are: Friday: 2:00 pm to 9:00 pm, Saturday: Noon to 9:00 pm, Sunday: Noon to 8:00 p.m. Outdoor Vendors: There will be activity on the grounds before and after the MNP building is opened/closed each day.**
- **ALL vendors/exhibitors MUST coordinate with Volunteer Coordinator and/or 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 the consent of the Exhibition board
- **Space may be guaranteed only by emailing/mailling the Indoor/Outdoor Exhibitor contract, along with payment. Etransfer is accepted for payment. SEND ETRANSFER TO: info@portageex.com. Etransfers are auto deposited. Full payment must reach Portage Industrial Exhibition by May 31st, 2025**
- **Vendors are required to send proof of liability insurance with their application/contract and payment. A current food permit is required if selling food. All applications will be subject to Board approval.**
- **Vendors are prohibited from selling or having in their possession cap guns, fireworks, drug paraphernalia or any item deemed a possible weapon (decision on what is considered a weapon is made by Vendor Coordinator or designate. All decisions are final). Failure to comply 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.**
- **Onsite campgrounds are available. To book online, go to www.portageex.com Go to Camping tab. Scroll down for the online booking reservations link.**

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
Email: info@portageex.com
Phone: 204-857-3231
Fax: 204-239-1701