



Deck The Hall Christmas Market

7380 Trans Canada Hwy | Duncan, BC V9L 6B1 | T 250.748.0822
cowex@shaw.ca | <http://www.cowex.ca>

*Please read the information below
Complete the Registration Form on the next page.
Mail or deliver the form and payment to the above address.
Office hours are 9 a.m. to 5 p.m. Monday to Friday.*

2018 “DECK THE HALL” VENDOR INFORMATION

DATES & HOURS: Saturday, November 24, and Sunday, November 25, 2018. Open to the public from 10 am – 4 pm Saturday, 10 am – 3 pm Sunday. Set up on Friday 12 noon – 4 pm Saturday morning from 7 to 9:45 a.m. Tear down on Sunday evening after 3 pm. Vendors tearing down prior to 3 pm Sunday will not be invited back to the show.

VENUE: Mellor Hall, Cowichan Exhibition, 7380 Trans Canada Hwy.

BOOTH SIZE: There are 72 booth spaces in Mellor Hall, 16 Outdoor booths, and 6 Pearmine Room booths, and they will be assigned on a “first come, first served” basis. Mellor Hall booths are 10’ x 8’, Outdoor booths are 10’ x 10’, and the Pearmine Room booths are 8’ x 8’. Wall booths include one 8’ table, two chairs and power. All other booths include one 6’ table, two chairs and do not have access to power. Outdoor booths have power available.

RENTAL RATES: Early Bird Rate until April 1/2018, \$140.00 per booth, plus 5% GST. After April 1/2018, \$150.00 per a booth plus 5% GST. Additional tables are available for \$10 each, plus 5% GST. Outdoor Booth is \$80.00, plus 5% GST and the Pearmine Room is \$120.00, plus 5% GST. There is no early bird rates for the Outdoor and Pearmine Room booths. Make cheques payable to “Cowichan Exhibition”. Returning vendors have until April 1 to reserve their existing booths, after that it is first come first serve.

REFUNDS: Please let the Exhibition Office know by October 31 if you’re unable to use your booth; a refund minus a \$25 administration fee will be returned to you. No refunds after October 31.

ADMISSION CHARGE: The event is free to the public.

CUSTOMER APPRECIATION DRAWS: All vendors are required to contribute one item for the Cowichan Exhibition draw. Draw tickets are provided at your booth and are to be handed to customers upon a purchase.

PRODUCTS: The “Deck the Hall” Christmas Market will not be juried, although the categories will be limited. To ensure the Exhibition knows what merchandise will be available for sale, please check off all of the categories that apply to the products in your booth.

SECURITY: Mellor Hall and the main gate to the grounds will be locked Saturday night after the Market closes and customers and vendors have departed for the day. The Cowichan Exhibition will not be held responsible for the loss, theft, or damage to items or personal belongings.

Any questions? Please contact the Exhibition at (250) 748-0822 or
e-mail cowex@shaw.ca (put “Deck the Hall” in the subject line).



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“DECK THE HALL” REGISTRATION FORM

COMPANY	DATE	
CONTACT	CITY	
E-MAIL		
ADDRESS	POSTAL CODE	
TELEPHONE	CELL	
<input type="checkbox"/> Mellor Hall Early Bird until April 15 \$140.00 + 7.00 GST <input type="checkbox"/> Mellor Hall after April 15 th \$150.00 + 7.50 GST		
<input type="checkbox"/> Pearmine Room \$120.00 + 6.00 GST <input type="checkbox"/> Outdoor Booth \$80.00 + 4.00 GST		<input type="checkbox"/> Extra Table \$10.00 + .50 GST
CC #	Expiry Date	CSC
1 st choice Booth # _____ 2 nd choice Booth # _____		Make cheques payable to Cowichan Exhibition. <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> DC <input type="checkbox"/> CC
<input type="checkbox"/> Yes, please add me to your mailing list!		Receipt #

CRAFTS CATEGORIES

Check all that apply and include a brief description.

1.	ART
2.	BATH PRODUCTS
3.	FOOD/BEVERAGES
4.	JEWELRY
5.	PAPER PRODUCTS
6.	PET PRODUCTS
7.	POTTERY
8.	SEASONAL
9.	TEXTILES
10.	WOOD PRODUCTS
11.	OTHER



OD74 OD73

Outdoor Booths

