



## Deck The Hall Christmas Market

7380 Trans Canada Hwy., Duncan, BC V9L 6B1

Ph: 250-748-0822 | [cowex@shaw.ca](mailto:cowex@shaw.ca) | [www.cowex.ca](http://www.cowex.ca)

### 2021 DECK THE HALL VENDOR INFORMATION

**DATES & HOURS:** Saturday, November 27, and Sunday, November 28, 2021. 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 am. 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 7 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:** Booth rentals in Mellor Hall are \$165.00 per a booth plus 5% GST. Additional tables are available for \$10 each, plus 5% GST. Outdoor Booths are \$90.00, plus 5% GST and the Pearmine Room is \$130.00, plus 5% GST. Please make cheques payable to “Cowichan Exhibition”. Returning vendors have until September 1st to reserve their previous booths, after that it is first come first served.

**REFUNDS:** Please let the Exhibition Office know by October 15, 2021, if you’re unable to use your booth; a refund minus a \$40 administration fee will be returned to you. No refunds after October 15th.

**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.

Every Vendor shall indemnify and hold the Cowichan Exhibition harmless of all costs, claims, demands, charges and expenses whatsoever it may incur, suffer or be put to by reason of accidental death or any personal injury or damage to personal property.

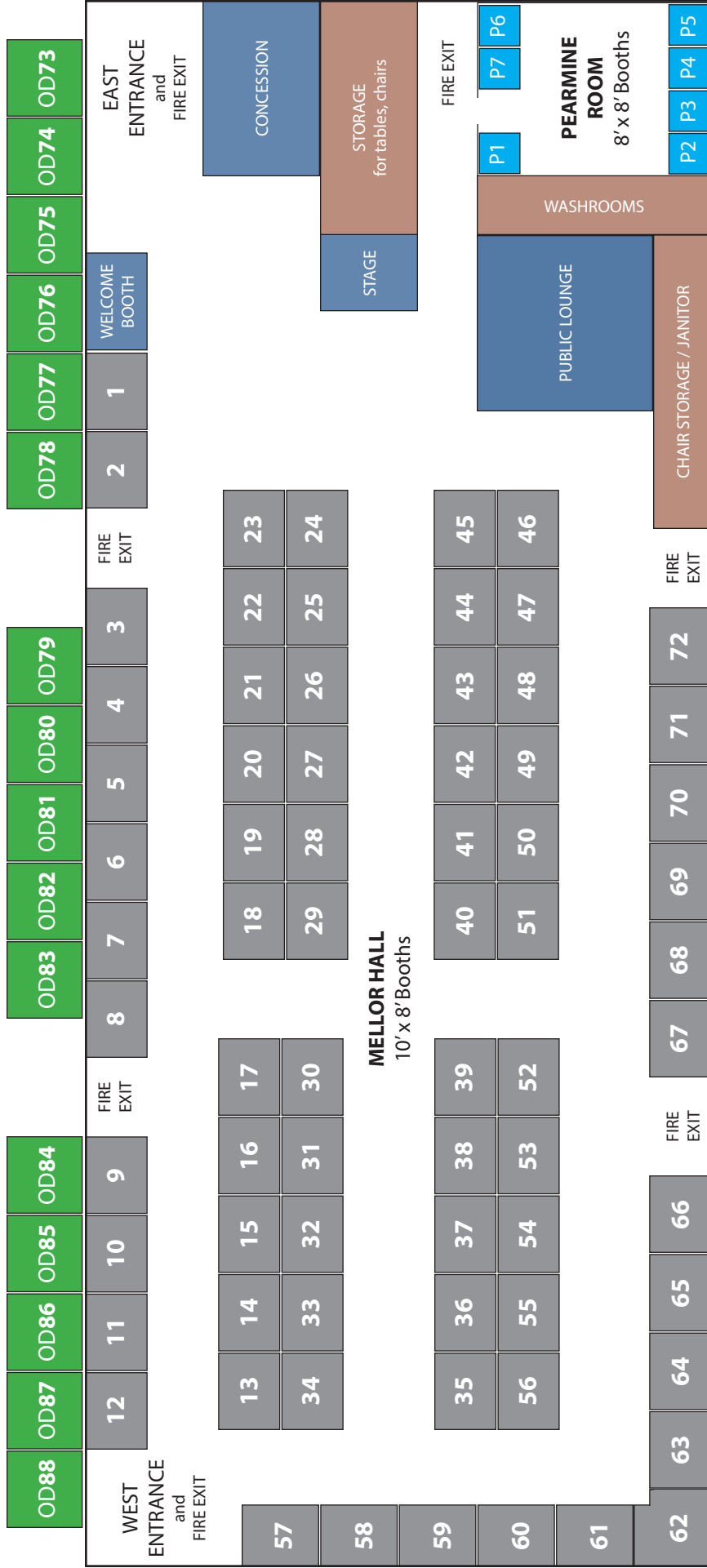


**DECK THE HALL**

Cowichan Exhibition  
 7380 Trans Canada Hwy., Duncan, BC V9L 6B1  
 (250) 748-0822 / cowex@shaw.ca  
 www.cowex.ca

**BOOTH LAYOUT**

**OUTDOOR BOOTHS**  
 10' x 10' Booths





**Deck The Hall Christmas Market**  
 7380 Trans Canada Hwy., Duncan, BC V9L 6B1  
 Ph: 250-748-0822 | cowex@shaw.ca | www.cowex.ca

**DECK THE HALL REGISTRATION FORM**

COMPANY		DATE
CONTACT		CITY
E-MAIL		
ADDRESS		POSTAL CODE
TELEPHONE		CELL
<input type="checkbox"/> Mellor Hall \$165.00 + 8.25 GST		
<input type="checkbox"/> Pearmine Room \$130.00 + 6.50 GST		<input type="checkbox"/> Outdoor Booth \$90.00 + 4.50 GST
		<input type="checkbox"/> Extra Table \$10.00 + .50 GST
CC #	Expiry Date	CSC
1 <sup>st</sup> choice Booth # _____ 2 <sup>nd</sup> choice Booth # _____		Make cheques payable to Cowichan Exhibition. <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> E-Transfer <input type="checkbox"/> CC
<input type="checkbox"/> <b>Yes, please add me to your mailing list!</b>		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

The undersigned agrees to the Exhibitor rules and regulations of the Vendor Information Package.

Signature of Vendor: \_\_\_\_\_ Date: \_\_\_\_\_