



VENDOR PACKAGE



SEPTEMBER
15, 16, 17, 2023

7380 TCH . DUNCAN, BC . V9L6B1
250.748.0822 . WWW.COWEX.CA

1868 **155** 2023
YEARS OF GROWING

JOIN US IN CELEBRATING 155 YEARS OF GROWING

The Cowichan Exhibition is excited to invite you to participate in our 2023 Fair. We are looking forward to putting on a 3-day event that honors the traditions of past fairs.

Celebrate all that the Valley produces in home baking, field and garden produce, flowers, photography and fine arts, quilts and needle work, hobbies and crafts, livestock and 4-H. Come enjoy the sights and sounds of the **155th Cowichan Exhibition**.

FAIR HIGHLIGHTS

- Educational Displays
- Food Vendors
- Hall Displays
- Carnival Rides
- Farm Equipment
- 4-H Displays
- Farm Animal Displays
- Quilts in The Barn
- Live Entertainment
- Farmers' Market



RULES AND REGULATIONS FOR VENDORS

1. "Exhibition" shall mean the Cowichan Exhibition held in the year in which the application is made. "Vendor" shall mean the person who signs the application.
2. The Vendor shall not assign, sublet, or part with possession of the area, or part thereof, without prior written permission of the Cowichan Exhibition Officials.
3. Outdoor Vendors set up on Thursday, Sept. 14, 2023 between 10 am and 4 pm.
4. Booth hours of operation are Friday 9 am - 9 pm, Saturday 9 am - 9 pm, and Sunday 9 am - 4 pm.
5. All Vendor booths shall be kept clean, tidy, and free from rubbish, debris and unused materials at all times.
6. A non-refundable deposit of 50% of total cost must be made at time of application & the balance paid in full by June 30, 2023.
7. Booth space does not include tables and chairs. Tables may be rented with advance notice.
8. Booth rental spaces are not confirmed until the Deposit payment has been paid to the Cowichan Exhibition.
9. Two 3-day passes are included free of charge for each booth. Passes must be picked up at the Exhibition Office prior to Thursday, Sept. 15, 2023. Vendors will not be allowed access to the fairgrounds without a pass (bracelet). Additional passes are available from the Exhibition Office; 1-day passes are \$9 each.
10. No vehicles may be parked on the Exhibition Grounds during the fair.
11. Vendors, their agents, employees and representatives shall operate strictly within the limits of their booth and shall not operate in any such manner as to be a nuisance or annoyance to the public or other Vendors.
12. No advertising of any kind may be distributed by the Vendor outside of their booth nor may advertising matter be distributed which may be considered objectionable in the opinion of the Exhibition's Directors.
13. Vendors may conduct Free Draws from their booth, providing all parts of the draw tickets used shall have printed thereon the name of the company conducting the draw. NO solicitation for donations of any kind may be made. NO RAFFLES ALLOWED without prior permission from the Exhibition's Board of Directors.
14. If any Vendor requires more electrical power than can be taken from the outlets, all necessary installations for additional electrical power shall be at the expense of the Vendor. NO flammable material or open flame is to be used for demonstration.
15. All machinery in motion at booth liable to cause accident, injury or damage to persons or property coming in contact with it shall be adequately guarded and protected to prevent the public from coming in contact wherewith or from any danger or damage arising there from. NO KEYS to be left in the ignition of Vehicles, Tractors or Machinery.
16. Every Vendor shall indemnify the Cowichan Exhibition and save the Cowichan Exhibition harmless of all costs, claims, demands, charges and expenses that may incur, or by reason of accidental death or any personal injury or damage to personal property suffered by reason of machinery or other exhibit used by a Vendor. The Vendor shall defend any and all actions and pay all legal charges and/or expenses.
17. Whereas the Cowichan Exhibition will take reasonable precaution to ensure the safety of property and materials brought onto the Exhibition's premises, the Exhibition shall not be liable in any way whatsoever for any damage, loss or injury from any cause whatsoever which may be sustained by the Vendor.
18. The Vendor is required to provide proof of at least \$2,000,000.00 of General Public Liability insurance. A copy of the insurance certificate naming the Cowichan Exhibition must be attached to the signed contract.
19. It is recommended that the Vendor have attendants in their booth for adequate protection of goods on display.
20. **No booth may be removed or dismantled prior to 4 pm on Sunday, Sept. 17, 2023.**
21. Cowichan Exhibition reserves the right to change or modify the floor plan or hall layout at it's own discretion without notice.



VENDOR APPLICATION

EXHIBITION HOURS: **Friday** 9AM - 9PM **Saturday** 9AM- 9PM **Sunday** 9AM - 4PM

VENDOR INFORMATION

COMPANY		DATE	
CONTACT PERSON		CITY	
E-MAIL			
ADDRESS		POSTAL CODE	
PHONE	CELL	<input type="checkbox"/> PLEASE ADD ME TO YOUR MAILING LIST	
<input type="checkbox"/> EXTRA TABLES: # OF TABLES: @ \$10.50\$ = \$		<input type="checkbox"/> POWER REQUIRED (LIST QUANTITY & TYPE NEEDED)	
<input type="checkbox"/> CASH	<input type="checkbox"/> CHEQUE	<input type="checkbox"/> E-TRANS	<input type="checkbox"/> CC
RECEIPT #			
CC #		EXPIRY DATE	CSC

50% deposit payable at time of application. Balance to be paid in full by June 30, 2023.

BOOTH INFORMATION

LOCATION	BOOTH #	BOOTH SIZE	COST	INCLUDING GST	PAYMENT
<input type="checkbox"/> HALL OVERHANG		10' X 10'	\$400.00	\$420.00	
<input type="checkbox"/> EAST LOT		10' X 10'	\$375.00	\$393.75	
<input type="checkbox"/> WEST LOT		10' X 10'	\$375.00	\$393.75	
<input type="checkbox"/> LOWER FIELD		40' X 40'	\$500.00	\$525.00	

PRODUCT(S) DESCRIPTION

The undersigned agrees to the rules and regulations of the attached "Vendor Package".

Date _____

Signature _____

FOR OFFICE USE ONLY

DEPOSIT AMOUNT \$ _____

FINAL PAYMENT \$ _____

PROOF OF INSURANCE ☐

DATE RECEIVED _____

DATE RECEIVED _____

RECEIPT NUMBER # _____

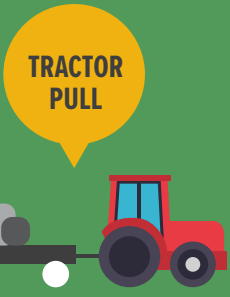
RECEIPT NUMBER # _____

Cowichan EXHIBITION

EST 1868



COWICHAN EXHIBITION BOOTH MAP



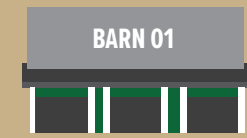
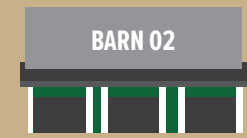
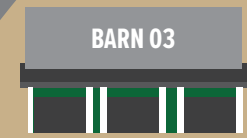
PARKING EXIT

LOWER FIELD PARKING

GATE 03

GATE 02

GATE 01



6 5 4 3 2 1

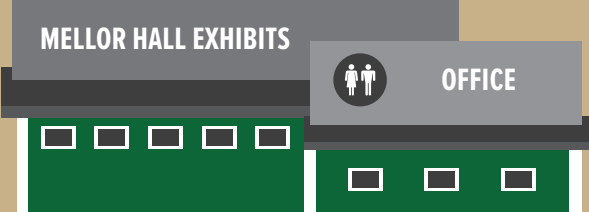
N O P Q R S



K L M
SHOW RING



16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1



OFFICE



A B C D E
FOOD COURT

1 2 3 4
5 6 7 8

F G H I J
FOOD COURT



PICNIC AREA

F G H I J

FOOD COURT

STAGE



VENDOR COLOUR KEY

- | | |
|---|--|
| EAST LOT | LOWER FIELD |
| FARMERS MARKET | CONCESSIONAIRES |
| HALL OVERHANG | WEST LOT |

TRANS CANADA HWY