



2023 VENDOR REGISTRATION PACKAGE

DECK THE HALL HOURS

- > Friday, Nov 24 - Market open 1 pm - 7 pm
- > Saturday, Nov 25 - Market open 10 am - 4 pm
- > Sunday, Nov 26 - Market open 10 am - 3 pm

SET UP Thursday, Nov 23, 12 pm - 4 pm **OR** Friday, Nov 24, 9 am - 12:45 pm

TAKE DOWN Tear down Sunday after show closing at 3 pm.

BOOTH SIZE

- > **Inside Mellor Hall:** 78 booth spaces (10' x 8') Wall booths include one 8' table, two chairs and power. Center booths include one 6' table and two chairs & does not have access to power.
- > **Covered Outside Mellor Hall:** 16 booths (10'x10'). Power included.
- > **Barn Stalls:** 18 booths (10'x10') inside Light Horse Barn.

RENTAL RATES Booth rentals in Mellor Hall are \$240.00 per booth, Covered Outside booths are \$170.00 & Barn Stalls are \$150.00. Additional tables are available for \$10 each. Returning vendors have until **April 1, 2023**, to reserve their previous booths, after that it is first come, first served.

REFUNDS If you need to cancel your booth, please let the Exhibition Office know by October 1, 2023. A refund minus a \$50 administration fee will be returned to you. There will be no refunds due to inclement weather. **NO REFUNDS AFTER OCTOBER 1ST.**

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 with each 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 all categories that apply to the products in your booth.

SECURITY Mellor Hall and all gates to the grounds will be locked each night after the Market closes. The Cowichan Exhibition will not be held responsible for the loss, theft, or damage to items or personal belongings.

COMMUNICABLE DISEASE is an inherent risk wherever people are gathered, we cannot guarantee you will not be exposed. We will continue to follow all regulations outlined by the Provincial Health Office to ensure the safety of all vendors and visitors. 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, or a communicable disease.

ANY QUESTIONS? Please contact Cowex at 250.748.0822 or e-mail cowex@shaw.ca



2023 VENDOR REGISTRATION FORM

COMPANY	DATE	
NAME	CITY	
E-MAIL		
ADDRESS	POSTAL CODE	
PHONE	CELL	
<input type="checkbox"/> MELLOR HALL \$240.00 + GST <input type="checkbox"/> OUTDOOR COVERED BOOTH \$170.00 + GST <input type="checkbox"/> BARN STALLS \$150.00 + GST		
CC#	EXPIRY DATE	CSC
1ST CHOICE BOOTH #	2ND CHOICE BOOTH #	<input type="checkbox"/> CASH <input type="checkbox"/> CHEQUE <input type="checkbox"/> E-TRANS <input type="checkbox"/> CC
<input type="checkbox"/> EXTRA TABLE \$10.00\$ + GST <input type="checkbox"/> NEED POWER?		RECEIPT #

CRAFT CATEGORIES Check all that apply and include a brief description.

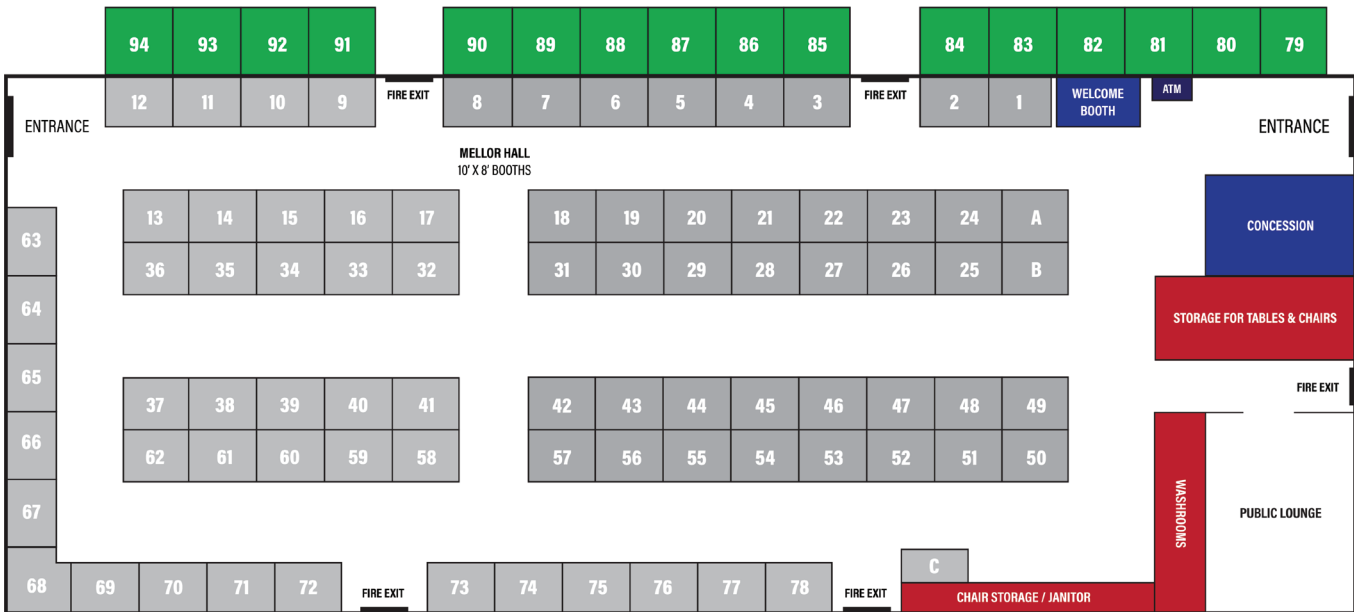
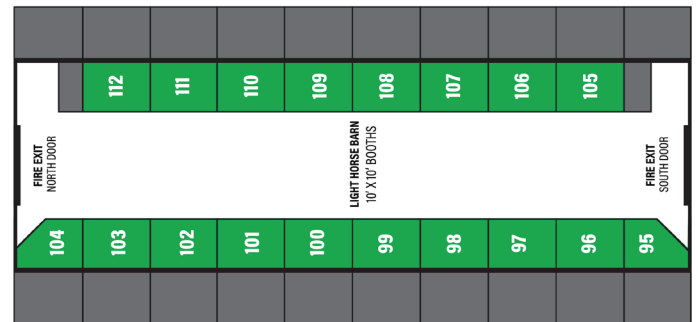
<input type="checkbox"/> ART	
<input type="checkbox"/> BATH PRODUCTS	
<input type="checkbox"/> FOOD/BEVERAGES	
<input type="checkbox"/> JEWELRY	
<input type="checkbox"/> PAPER PRODUCTS	
<input type="checkbox"/> POTTERY	
<input type="checkbox"/> SEASONAL	
<input type="checkbox"/> TEXTILES	
<input type="checkbox"/> WOOD PRODUCTS	
<input type="checkbox"/> PET PRODUCTS	<input type="checkbox"/> OTHER

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

Date _____ Signature _____



2023 VENDOR MAP



Cowichan Exhibition reserves the right to change or modify the floor plan or hall layout at it's own discretion without notice.