



## 2024 VENDOR REGISTRATION PACKAGE

### DECK THE HALL HOURS

- > Friday, Nov 22 - Market open 12 pm - 6 pm
- > Saturday, Nov 23 - Market open 10 am - 4 pm
- > Sunday, Nov 24 - Market open 10 am - 3 pm

**SET UP** Thursday, Nov 21, 12 pm - 4 pm **OR** Friday, Nov 22, 9 am - 11:45 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. Tables not included.
- > **Barn Stalls:** 18 booths (10'x10') inside Light Horse Barn. No access to power. Tables not included.

**RENTAL RATES** Booth rentals in Mellor Hall are \$250.00 per booth, Covered Outside booths are \$180.00 & Barn Stalls are \$160.00. Additional tables are available for \$10 each. All fees are subject to GST. Returning vendors have until **Feb 1, 2024**, to reserve, after that it is first come, first served.

**E-transfers can be sent to [cowex@shaw.ca](mailto:cowex@shaw.ca)**

**REFUNDS** If you need to cancel your booth, please let the Exhibition Office know prior to Oct 1, 2024. 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 1, 2024**

**ADMISSION CHARGE** The event is free to the public.

**CUSTOMER APPRECIATION DRAWS** All vendors are required to contribute one item for the prize draw. Draw tickets are provided at your booth and are to be handed to customers with each purchase.

**PRODUCTS** 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.

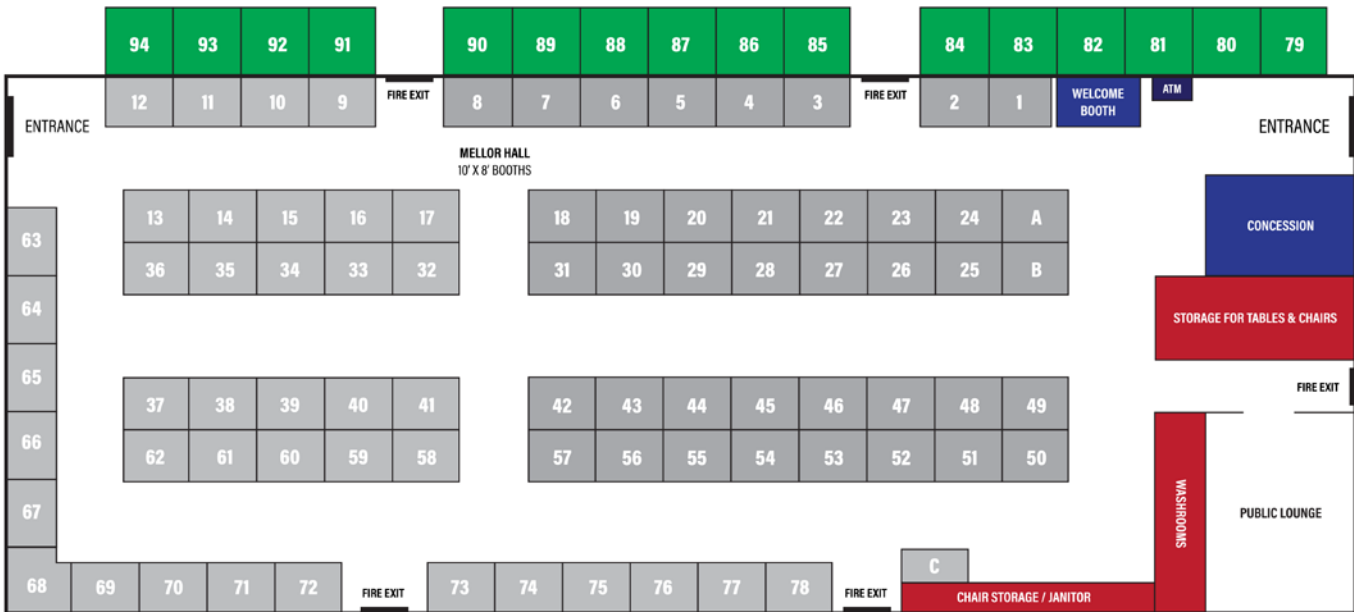
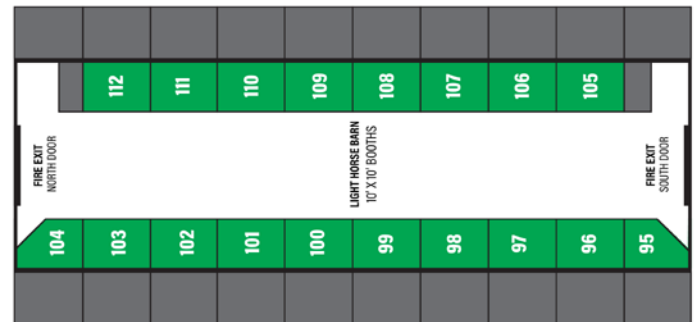
**SECURITY** All buildings and all gates to the grounds will be locked each night after the Market closes. The Cowichan Exhibition will not be held responsible for the loss, theft, or damage to items or personal belongings.

**COMMUNICABLE DISEASE** is an inherent risk wherever people are gathered, we cannot guarantee you will not be exposed. 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](mailto:cowex@shaw.ca)



# 2024 VENDOR MAP



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



## 2024 VENDOR REGISTRATION FORM

|   |                    |  |           |
|---|--------------------|--|-----------|
| COMPANY                                       |                    | DATE   |           |
| NAME  |                    | CITY   |           |
| E-MAIL  |                    |  |           |
| ADDRESS                                       |                    | POSTAL CODE  |           |
| PHONE   |                    | CELL   |           |
| <input type="checkbox"/> MELLOR HALL \$262.50 |                    | <input type="checkbox"/> OUTDOOR COVERED BOOTH \$189.00  |           |
| <input type="checkbox"/> EXTRA TABLE \$10.50  |                    | <input type="checkbox"/> BARN STALLS \$168.00  |           |
| PRICES INCLUDE GST                            |                    |  |           |
| <input type="checkbox"/> POWER REQUIRED       |                    |  |           |
| 1ST CHOICE BOOTH #                            | 2ND CHOICE BOOTH # | <input type="checkbox"/> CASH <input type="checkbox"/> CHEQUE <input type="checkbox"/> E-TRANS <input type="checkbox"/> CC |           |
| CC#   | EXPIRY DATE        | CSC  | 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 \_\_\_\_\_