



2025 VENDOR REGISTRATION PACKAGE

DECK THE HALL HOURS

- > Friday, Nov 28 - Market open 12 pm - 6 pm
- > Saturday, Nov 29 - Market open 10 am - 4 pm
- > Sunday, Nov 30 - Market open 10 am - 3 pm

SET UP Thursday, Nov 27, 12 pm - 4 pm **OR** Friday, Nov 28, 9 am - 11:45 am

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

BOOTH SIZE

- > **Inside Mellor Hall:** 84 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.
- > **Inside Barn Stalls:** 18 booths (10'x10') Light Horse Barn. No access to power. Tables not included.
- > **Outside Barn Stalls:** 9 booths (10'x10') Light Horse Barn. No access to power. Tables not included.

TABLE RATES Inside Mellor Hall (wall with power) are \$270.00. Mellor Hall (Centre no power) \$260.00. Covered Outside booths are \$180.00. Barn Stalls (inside) are \$165.00. Barn Stalls(outside) are \$160.00. Additional tables are available for \$10 each. All fees are subject to GST.

2024 returning vendors have until **Feb 1, 2025** to reserve. After that date, it's first come, first serve.

Payments will be processed **after December 1, 2024**. E-transfers can be sent to cowex@shaw.ca. Please include your name and/or business name and DTH in the message line.

REFUNDS If you need to cancel your booth, please let the Exhibition Office know. 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, 2025

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 gates to the grounds are 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.

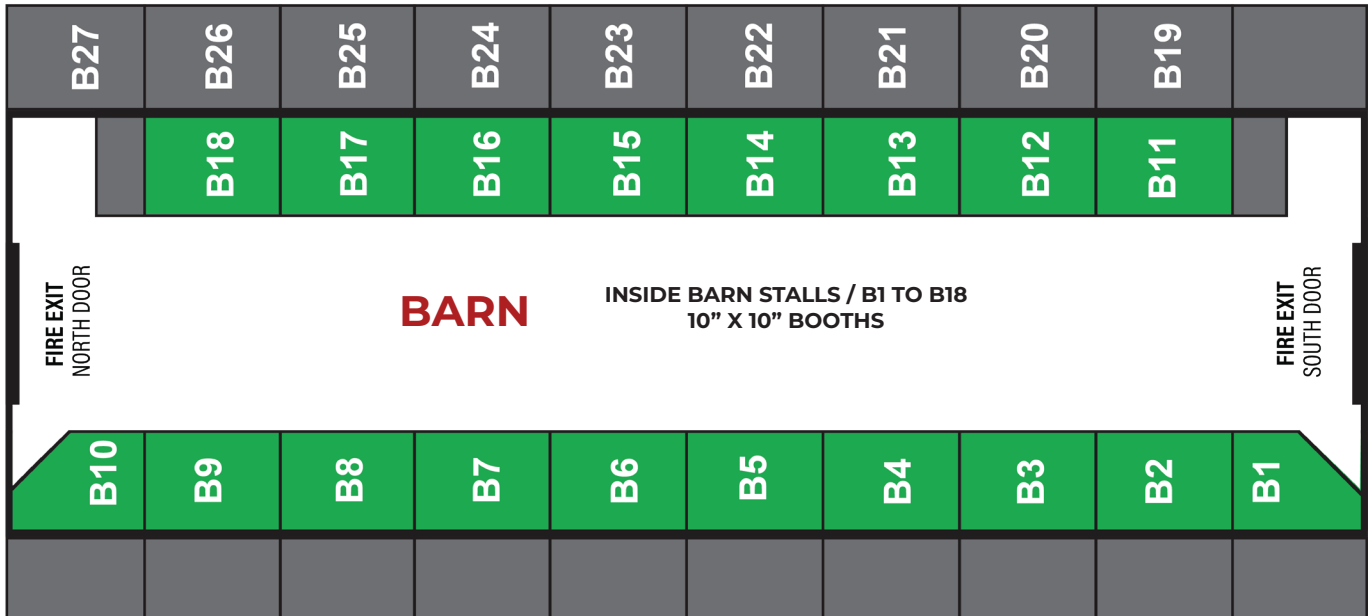
COMMUNICABLE DISEASE is an inherent risk wherever people are gathered, we cannot guarantee you will not be exposed. Every vendor shall indemnify and hold the Cowichan Exhibition harmless of all costs, claims, demands, charges and expenses whatsoever it may incur, suffer or be put to by reason of accidental death or any personal injury or damage to personal property, or a communicable disease.

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

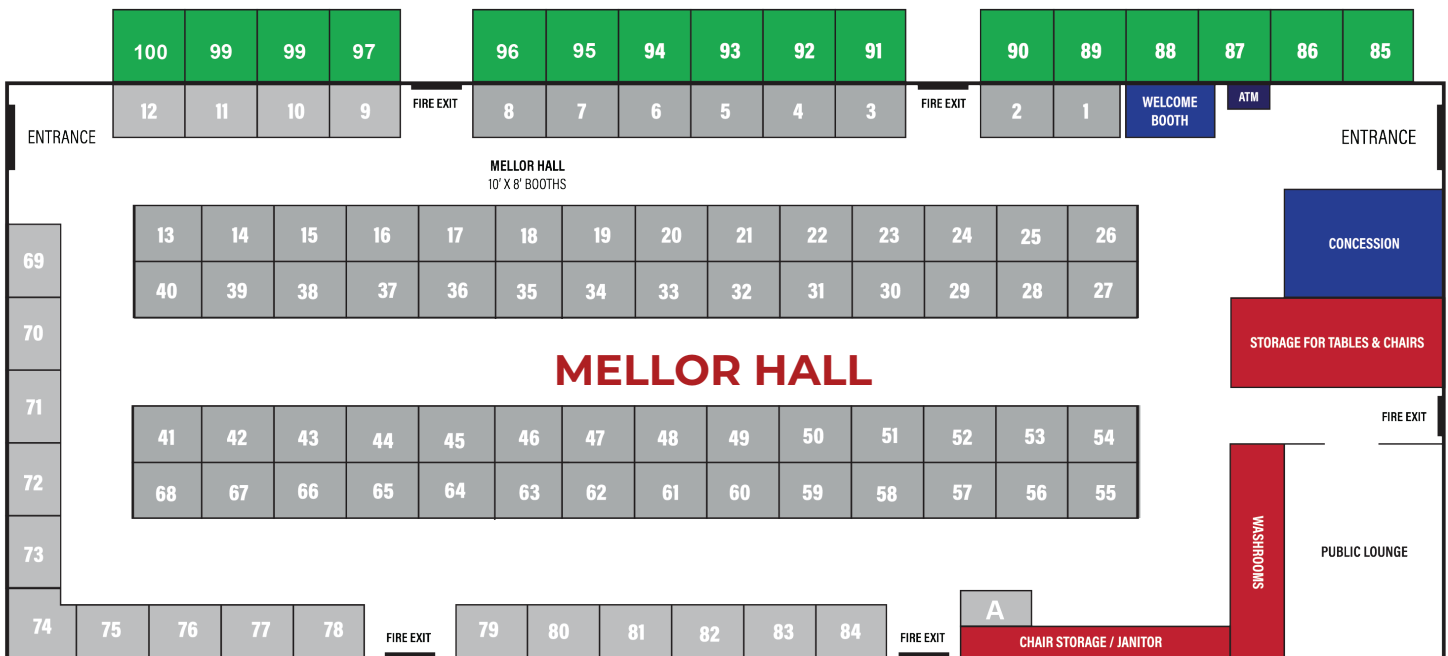


2025 VENDOR MAP

OUTSIDE BARN STALLS / B19 TO B28



MELLOR HALL COVERED OUTSIDE / BOOTHS 85 TO 100



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



2025 VENDOR REGISTRATION FORM

COMPANY		DATE	
NAME		PHONE	
ADDRESS		CELL	
CITY		POSTAL CODE	
E-MAIL		WEBSITE / SOCIAL MEDIA	
<input type="checkbox"/> MELLOR HALL (Wall) \$283.50		<input type="checkbox"/> MELLOR HALL (Centre) \$273.00	
		<input type="checkbox"/> OUTDOOR COVERED BOOTH \$189.00	
<input type="checkbox"/> BARN STALLS (Inside) \$173.25		<input type="checkbox"/> BARN STALLS (Outside) \$168.00	
		<input type="checkbox"/> EXTRA TABLE \$10.50 PRICES INCLUDE GST	
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"/> CANDLES	
<input type="checkbox"/> FOOD/BEVERAGES	
<input type="checkbox"/> JEWELRY	
<input type="checkbox"/> PET PRODUCTS	
<input type="checkbox"/> POTTERY	
<input type="checkbox"/> SEASONAL	
<input type="checkbox"/> TEXTILES	
<input type="checkbox"/> WOOD PRODUCTS	<input type="checkbox"/> OTHER

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

Date _____ Signature _____