



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

*2014 'Deck The Hall' Christmas Crafts Fair.  
Vendor, please read the Information below  
Complete the Registration Form on the next page.  
Mail or deliver the form and payment to the above address.  
Office hours are 9 a.m. to 5 p.m. Monday to Friday.*

### **2014 'DECK THE HALL' VENDOR INFORMATION**

**DATES & HOURS:** Saturday, November 29, and Sunday, November 30, 2014. Open to the public from 10 am – 5 pm Saturday, 10 am – 3 pm Sunday. Set up on Friday 12 noon – 4 pm Saturday morning from 7 to 9:45 a.m. 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. (west side of the Mays Road intersection).

**BOOTH SIZE:** There are 70 booth spaces in Mellor Hall, and they will be assigned on a 'first come, first served' basis. All booths are 10' wide & 8' deep. Wall booths include one 8' table, two chairs and power. Centre booths include one 6' table, two chairs and do not have access to power.

**RENTAL RATES:** Early Bird Rate - \$130.00 per booth, plus 5% GST, if paid by April 1/2014. The charge after that date will be \$145.00 per booth plus 5% GST; Additional tables are available for \$10 each, plus 5% GST. Make cheques payable to 'Cowichan Exhibition'.

**REFUNDS:** Please let the Exhibition Office know by October 31 if you're unable to use your booth; a refund minus a \$25 administration fee will be returned to you. After that date no refund will be issued.

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

**CUSTOMER APPRECIATION DRAWS:** All vendors are encouraged to contribute a small item representative of their merchandise to the Exhibition for inclusion in the daily draw baskets.

**PRODUCTS:** The 'Deck the Hall' Christmas Crafts Fair 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 Crafts Fair 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.

*Any questions? Please contact the Exhibition at (250) 748-0822  
or by e-mail at cowex@shaw.ca (put 'Deck the Hall' in the subject line).*



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### 2014 'DECK THE HALL' REGISTRATION FORM

COMPANY:	DATE
CONTACT:	
ADDRESS (Street or P.O. Box)	
CITY & PROVINCE	POSTAL CODE
TELEPHONE	CELL
E-MAIL	
Early Bird until April 1 \$130.00 + 6.50 GST ----- After April 1 <sup>st</sup> \$145.00 + 7.25 GST	Extra Table \$10.00 + .50 GST.
CC #	Receipt #

### CRAFTS CATEGORIES

Check all that apply and include a brief description.

1.	ART
2.	BATH PRODUCTS
3.	FOOD/BEVERAGES
4.	GREENERY
5.	JEWELLERY
6.	PAPER PRODUCTS
7.	PET PRODUCTS
8.	POTTERY
9.	SEASONAL
10.	TEXTILES
11.	WOOD PRODUCTS
12.	OTHER