

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

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

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.

OUTSIDE BARN STALLS / B19 TO B28



B27	B26	B25	B24	B23	B22	B21	B20	B19	
	B18	B17	B16	B15	B14	B13	B12	B11	
FIRE EXIT NORTH DOOR		E	BARN		BARN STALI 10" X 10" BO		3		FIRE EXIT SOUTH DOOR
B10	B 9	B8	B7	BG	B5	B4	B 3	B2	Δ

MELLOR HALL COVERED OUTSIDE / BOOTHS 85 TO 100

MELLOR HALL 10' X 8' BOOTHS							-										-			
I2 I1 I0 9 INCM 8 7 6 5 4 3 INCM 2 1 BOOTH BOOTH ENTRANCE 69 13 14 15 16 17 18 19 20 21 22 23 24 25 26 26 21 20 21 33 32 31 30 29 28 27 27 20 21 23 31 30 29 28 27 20 21 23 31 30 29 28 27 20 21 23 31 30 29 28 27 20 21 23 31 30 29 28 27 20 21 23 31 30 29 28 27 20 21 23 31 30 29 28 27 20 21 23 31 30 29 28 27 20 21 20 21 20 21 25 31 31 31 30			100	99	99	97		96	95	94	93	92	91		90	89	88	87	86	85
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Cowichan Exhibition reserves the right to change or modify the floor plan or hall layout at it's own discretion without notice.

7380 TCH . Duncan, BC . V9L 6B1 . COWEX@SHAW.CA . WWW.COWEX.CA



2025 VENDOR REGISTRATION FORM

COMPANY		DATE						
NAME		PHONE						
ADDRESS		CELL						
CITY			POSTAL CODE					
E-MAIL			WEBSITE / SOCIAL MEDIA					
MELLOR HALL (Wall) \$283.50		R HALL (Centre) \$273.00		DTH \$189.00				
BARN STALLS (Inside) \$173.25	BARN S	TALLS (Outside) \$168.00	EXTRA TABLE \$10.50	PRICES INCLUDE GST				
IST CHOICE BOOTH #	2ND CHOICI	E BOOTH #	CASH CHEQUE	E-TRANS CC				
CC#		EXPIRY DATE	csc	RECEIPT #				

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

ART	
BATH PRODUCTS	
CANDLES	
FOOD/BEVERAGES	
JEWELRY	
PET PRODUCTS	
POTTERY	
SEASONAL	
TEXTILES	
WOOD PRODUCTS	

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

Date ____

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