



Christmas Chaos Vendor Information Guide 2023



2687 James St. Duncan, BC V9L 2X5 | T: 250.748.7529
Email: Adrienne.Doneley@cvrd.bc.ca

Christmas Chaos Information – 2023

<u>Dates</u>	<u>Sale Hours</u>	<u>Set Up Times</u>
Thurs, Nov 16	12:00 p.m. – 7:00 p.m.	9:00 a.m. – 11:30 a.m.
Fri, Nov 17	12:00 p.m. – 8:00 p.m.	10:30 a.m. – 11:30 a.m.
Sat, Nov 18	10:00 a.m. – 5:00 p.m.	7:00 a.m. – 9:30 a.m.
Sun, Nov 19	10:00 a.m. – 4:00 p.m.	8:30 a.m. – 9:30 a.m.

You may book for two or four days as outlined on the Application Form. Two-day options are only available in the Heritage Hall.

Applications:

The opening date for Application Forms is April 15. You may send in your Application Form prior to this date; however, Vendor Placements will not be reviewed until April 15.

Applications can be submitted by:

Email: Adrienne.Doneley@cverd.bc.ca

In-Person: Cowichan Community Centre's Ticket Centre (across from the Library)
Monday – Friday 9:00 a.m. – 5:00 p.m.
Saturday 10:00 a.m. – 2:00 p.m.

Mail: Events Department
Cowichan Community Centre
2687 James Street
Duncan BC V9L 2X5

Refund and Cancellation Policies

- There is a service charge of \$50 for all cancellations.
- If your original booking is for 4 days, you will not be able to cancel 2 of the 4 days.
- Refunds cannot be guaranteed after September 30, 2023

Table and Venue Allocation:

Event staff take into consideration the overall balance of sales items in the Craft Fair when allocating venues and laying out the floor plan.

- All vendors are provided with the opportunity to indicate their preferred venue space; however, due to a variety of factors, **we cannot guarantee you will receive your preferred venue space, or the same table as previous years.** Venue placement will be based on **one booth space per Vendor.**

Our procedure for Vendor Placement is as follows:

1. *Returning Vendors* will be placed first if they have submitted their completed application and full payment by May 15.
2. *Returning Vendors* will be given priority regarding Venue/Table placement.
3. *New Vendor* placements will begin after June 1.

Registration Confirmation

Once your Application has been accepted and your Venue is finalized, our Ticket Centre staff will contact you to confirm your payment. Once your payment has been processed, you will receive an email Registration Confirmation. **Please keep this Registration Confirmation on file as it contains important information,** including your Venue, table number, equipment needs, and early bird load-in information (if applicable).

Allowable items

All product must be handmade, homemade, homegrown or original, unique work and/or design. All items for sale on your table must have been created by you, a friend, or family members. Printed material, including images and writing, must be the artist's or author's own work. Please do not advertise other craft markets at your booth or place promotional materials in other locations around the facility without permission from management.

Non-Allowable Items

- No commercial or second-hand goods – this includes independent sales reps of distributors of products/chains
- No imported goods or imported goods that you have put an embellishment on (i.e. mugs, clothing)
- No agents or representatives of companies
- No raffles, lotteries, or draws at your table
- The Cowichan Community Centre reserves the right to scrutinize displays and ask that questionable items be removed.

Food/Beverage Vendors

All products must be marked with your name, address, and phone number. Please visit Island Health's website for information regarding [Guidelines for Temporary Food Markets](#). If any of your products are defined as "high risk" according to the Island Health, you must complete an application for [Sale of Higher Risk Food at Temporary Food Markets](#). Please send a copy of your approval notice along with your Vendor Application Form.

Thank you for taking the time to read these guidelines. Your support is appreciated and we always welcome any suggestions you may have that would continue to make Christmas Chaos one of the biggest events in the Cowichan Valley.

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