



Christmas Chaos
Food Truck
Vendor Information
Guide 2023



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

Christmas Chaos Information – 2023

<u>Dates</u>	<u>Sale Hours</u>	<u>Set Up/Take Down</u>
Thurs, Nov 16	12:00 p.m. – 7:00 p.m.	11:15 a.m. / 7:00 p.m.
Fri, Nov 17	12:00 p.m. – 8:00 p.m.	11:15 a.m. / 7:30 p.m.
Sat, Nov 18	10:00 a.m. – 5:00 p.m.	9:30 a.m. / 5:00 p.m.
Sun, Nov 19	10:00 a.m. – 4:00 p.m.	9:30 a.m. / 3:30 p.m.

You may request two or four days as outlined on the Application Form. Consideration may be given to one day applicants if space permits.

Applications and Confirmation:

Applications can be submitted by:

Email: sadie.bartram@cvrd.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

Application Process:

Event staff take into consideration the overall balance of menu items of Food Truck Vendors and our on-site concession when reviewing and approving Food Truck Applications.

- Please provide us with a copy of your proposed menu for the Craft Fair. Vendors must list all menu items they propose to sell. Any changes to the menu must be approved by our Event Staff prior to the event. You may be asked to modify/remove menu items to ensure we do not have overlap between vendors, so we are offering a wide variety of food items to our customers.
- Cowichan Community Centre is located in North Cowichan. As such, Food Truck Vendors will need a Municipality of North Cowichan Business License. Please include a copy of your business licence with your Application Form.

Allowable Items

- Food Truck Vendors may only sell ready to eat menu items during Christmas Chaos,
- No pre-packaged or frozen meals, or canned and bottled items other than drinks (i.e. canned beverages, juice) may be sold.
- No raffles, lotteries, or draws at your Food Truck.

Location and Space Details

- Food Truck Vendors will be located in the loading zone outside of the Multi Purpose Hall.
- We recommend that Food Truck Vendors have pop up tents for customer lineups in case of rainy weather. Cowichan Community Centre will not be able to provide pop up tents.
- Additional lighting for evening is the responsibility of the Vendor and is recommended.
- Garbage and recycling bins will be provided by Cowichan Community Centre.

Booth Fees

- Meal Vouchers/Food-Entrée Vendors: Your vendor fee consists of meal vouchers that will be used for staff meals. Meal vouchers for 4-day vendors will total \$240 and for 2-day vendors will total \$120 (\$60/day). We will be printing meal vouchers with your business name and these will be distributed to staff to use over the course of Christmas Chaos.
- Snack Vouchers/Food-Snack Vendors: Your vendor fee consists of snack vouchers that will be used for staff. Snack vouchers for 4-day vendors will total \$120 and for 2-day vendors will total \$60 (\$30/day). We will be printing snack vouchers with your business name and these will be distributed to staff to use over the course of Christmas Chaos.

Power Needs

- Cowichan Community Centre can provide some power. Please indicate your power needs on your Application Form.
- Food Truck Vendors must supply their own extension cords, power bars and additional lighting for the evenings.

Event Hours

- Food Truck Vendors must remain open for the hours outlined above.
- Set up and take down times are as listed and must be strictly adhered to as Craft Fair Vendors will need access to the loading zone where the Food Trucks are located.

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 the of the biggest events in the Cowichan Valley.

Jamie Rigby
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