



Christmas Chaos Arts & Craft Market Vendor Information Guide Nov 12 - 15, 2026



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Christmas Chaos Arts & Craft Market

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<u>Dates</u>	<u>Sale Hours</u>	<u>Set Up Times</u>
Thurs, Nov 12	12:00 p.m. – 7:00 p.m.	9:00 a.m. – 11:30 a.m.
Fri, Nov 13	12:00 p.m. – 8:00 p.m.	10:30 a.m. – 11:30 a.m.
Sat, Nov 14	10:00 a.m. – 5:00 p.m.	7:00 a.m. – 9:30 a.m.
Sun, Nov 15	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 and Cowichan Suite.

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 June 15.

Applications can be submitted by:

Email: ChristmasChaos@cvr.bc.ca

In-Person: Cowichan Community Centre's Ticket Centre (across from the Library)
Sept 2 - June 29: Monday – Friday 9:00 a.m. – 5:00 p.m.
Saturday 12:00 p.m. – 4:00 p.m.
July 2 - Aug 29: Monday – Friday 8:00 a.m. – 4:30 p.m.

Mail: Events Department
Cowichan Community Centre
2687 James Street
North Cowichan BC V9I 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, 2025

Table and Venue Allocation:

Event staff take into consideration the overall balance of sales items in the Craft Market 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:

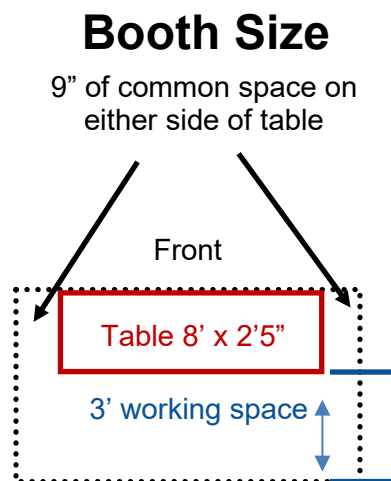
1. *Returning Vendors* will be placed first if they have submitted their completed application by June 15.
2. *Returning Vendors* will be given priority regarding Venue/Table placement.
3. *New Vendor* placements will begin after June 30.
4. The process of vendor placement will continue up to Nov 10.

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).

Booth Size Information:

1. Unless noted by Event Staff and/or on the Floor Plans, booth sizes are as follows:
Cowichan Suite Booths - 8' wide by 5.5' deep
Multi-Purpose Hall – 8' wide by 6' deep
Heritage Hall – 8' wide by 6' deep
2. The 8' tables we provide are 2.5' wide. This means if you are using the table provided, you will have a minimum of 3' working space behind you, depending on your location. Please refer to the diagram below as well as the diagram shown on the Floor Plans for each venue.
3. All items for your display must fit into the allotted 8' space as marked. The space between each booth is common space and allows Vendors to access their booth freely. Please do not add any displays or extra tables to this common space or to the space in front of your booth/table.



4. Booths that are wider than 8' (such as corner booths) have a different price schedule as noted on our Application form and/or by our Event Staff.
5. We have made some minor adjustments to our floor plans to allow for more space in some locations by creating a few 6' tables. Event staff will contact Vendors individually regarding these changes and pricing.
6. Please plan out your booth according to the guidelines above to facilitate a smooth set up at Christmas Chaos.
7. Do not move your table for any reason, unless authorized by the event organizers. We have placed them strategically for our aisle-width and for your working space

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 review the [Temporary Food Market Guidelines for the Sale of Food at Temporary Food Markets](#). Including the section on offering samples. If any of your products are defined as “high risk” according to the Provincial Regulations, you must complete an application for [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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