



Christmas Chaos Vendor Information Guide 2025



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

Christmas Chaos Information - 2025

| <u>Dates</u> | <u>Sale Hours</u> | <u>Set Up Times</u> |
|---------------|------------------------|-------------------------|
| Thurs, Nov 13 | 12:00 p.m. – 7:00 p.m. | 9:00 a.m. – 11:30 a.m. |
| Fri, Nov 14 | 12:00 p.m. – 8:00 p.m. | 10:30 a.m. – 11:30 a.m. |
| Sat, Nov 15 | 10:00 a.m. – 5:00 p.m. | 7:00 a.m. – 9:30 a.m. |
| Sun, Nov 16 | 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 14. You may send in your Application Form prior to this date; however, Vendor Placements will not be reviewed until June 16.

Applications can be submitted by:

Email: Adrienne.Doneley@cvrd.bc.ca

In-Person: Cowichan Community Centre's Ticket Centre (across from the Library)
Sept 2 - June 29: Monday – Friday 9:30 a.m. – 5:00 p.m.
Saturday 9:30 a.m. – 2:30 p.m.
July 2 - Aug 29: Monday – Friday 8:30 a.m. – 4:30 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, 2025

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 by June 15.
2. *Returning Vendor* Placements will begin on June 16
3. *Returning Vendors* will be given priority regarding Venue/Table placement.
4. *New Vendor* placements will begin after June 30.
5. The process of vendor placement will continue up to Nov 12.

Table Information:

- Tables are 2.5 feet wide and 8 feet long, thirty inches high
- Multi-Purpose Hall Corner Wall Booths include: 1 x 8' table and 1 x 6' table
- **Do not move your table for any reason, unless authorized by the event organizers.**
- Please cover your table to the floor

Your Vendor Booth Space:

- Multi-Purpose Hall Booths have an 8' table and **approximately** 3 - 4' of working space behind them
- Booths in the Cowichan Suite and Heritage Hall have room for an 8' table and **approximately** 3' of working space behind them.
- MPH Wall Corner spaces are **approximately** 10.5' x 6.5' *Some spaces may have columns that stick out from the walls which may affect booth layout; please inquire.
- Racks, extra tables, and display units must be kept within your 8' space. Do not spill out in walk ways.
- There will be a limited amount of shared spaced in between booths to be determined by Event Management. This shared space is for an aisle way. **Do not block this space by adding additional equipment such as tables or racks or displays.**
- **You may not alter your table placement in any way without permission of the event organizers.** We have placed them strategically for our aisle-width and for your working space
- Respect your neighbours and do not spread out and encroach upon your neighbour's space.
- Fire regulations do not permit displays in front of or beside your space.
- Please provide us with a photo/sketch/diagram of your set-up so we can place you in an appropriate location for your set up.
- Be sure to plan and test out your set up before you arrive to ensure that your set up will fit in the allotted space
- Let us know if you do not require a table in your space.

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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