

The Hub Holiday Market

The Hub at Cowichan Station
2375 Koksilah Road, Duncan BC



Submit applications to: events@cowichanstation.org

Booth Application 2024

- The Holiday Market is taking place on Sunday, December 8th, 2024, between 10am and 4pm.
- Vendors may set up between 4pm and 6pm on Saturday, or 8am - 9:30am on Sunday.
- All booths at the market must complement the mission of the market.
- Applications must be submitted by Sunday, November 10th.

Business Name: _____

Personal Name: _____ City / Region of Residence: _____

Telephone: _____ Email: _____ Website: _____

What will you be selling, promoting &/or displaying at your booth?

Preferred location: ____ Indoor (6' x 8' space) ____ Outdoor (10' x 10' space)

****Chairs** will be made available for all indoor vendors. Please bring your own **table**, and **tent** if applicable

Please check the fees & details that are applicable:

___ \$45 **indoor** booth fee

___ \$35 **outdoor** booth fee

___ \$5 table rental (very limited supply)

___ I would like a power source within 15'

- All vendors must have insurance provided 2 weeks prior to the event. If you have insurance, add the CSAA as 'Additional Insured'. If you don't have insurance, Duuu.ca offers vendor insurance for \$15. See below for further instructions
- All fees must be paid by November 24th to secure your spot. Fees are non-refundable 2 weeks prior to the fair.
- Fees can be paid via cash, e-transfer (sent to events@cowichanstation.org), or cheques (made out to CSAA).
- All vendors are expected to meet Provincial Regulations – food or otherwise.

Please do not send fees nor insurance until booth acceptance has been confirmed.

All vendors are asked to provide a ~\$20 value donation to our Twoonie Table.

We'll collect these on the morning of the event. Thank you for this contribution!

I can offer: _____ Value: \$_____

Thank you for your interest in participating in the Holiday Market!

Duuo.com vendor insurance instructions

1. Go to duuo.com
2. Click Get Quote
3. Select "I'm a vendor at an event"
4. Choose Cowichan Station Area Association from the dropdown menu
5. Select Hub Market 1-Day Policy (the first option). Click Next
6. Choose whether you're an individual or a registered business/organization.
7. Select "under 200 sq ft"
8. Select \$2,000,000 liability
9. Pay