



Christmas at Filberg 2024
Kick-off November 23, 2024

Thank you for applying to be part of our Winter Market this year at the 2024 Christmas at Filberg Kick-Off. We are closing the driveway from Gate 3 (off Filberg Road) to the Lodge to provide space for market booths, entertainment and for the attendees of the Christmas at Filberg Kick-Off.

With your booth fee, the Filberg Heritage Lodge and Park Association (FHLPA) will provide:

Booth Space 11x11 - (Please note: you are responsible for your own tent, tables, and lights)

Marketing and Event Coordination

Entertainment + Santa Visits

Posters in our Community

Cost to participate:

Vendor Price \$40

Non-profit/ Community/ Charity Booth - \$30

Payments must be made in full once an email has been received stating acceptance to the Market. Payments can be made via e-transfer to lodge@filberg.com. Please put your business name in the notes section of the e-transfer.

Rules and Understandings:

1. The event starts at 3 pm and ends at 7 pm. Vendors must stay open for the entire event. Set-up is permitted after 1 pm; vehicles must be off the driveway no later than 2:30 pm and will not be allowed back until 7 pm.

2. Applicant products must be hand-made or produced by the applicant. All applicants will be reviewed and determined if they will be approved to participate within 7 days of applying. By submitting this application, it does not guarantee your spot. A separate email will be sent to confirm you've been approved within 7 days of receiving your application. There are limited information based/ non-profit vendor spots, make sure you apply early and priority will be given to those that are non-political and those who have giveaways/activities to engage attendees.

3. Booth space is 11'x11' (great for a 10'x10' tent) and will be assigned a few days prior to the event; a confirmation email with an event map will then be sent. On the afternoon of the event, participants will find their placement by name or number written on the sidewalk beside their space. We do our best to accommodate all vendor needs, and therefore, your spot may change due to last-minute needs. We appreciate your cooperation in this.



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Please note: This is a rain-or-shine event; be prepared for all weather. You must supply your tent and tent weights for wind and remove all garbage from the site. If you need to rent a tent, you may call All in One Party Rentals (250) 338-6678- at your own cost (they will deliver other items on the event day).

**TENT WEIGHTS are mandatory for all vendors. We will be checking to make sure you are prepared. We can turn you away if you are unprepared on the event day for the safety of our attendees and fellow vendors.

4. Power is very limited. If you require power for your booth, this must be indicated during the application phase, and the event coordinator will do their best to accommodate. Any electrical appliances or equipment must be CSA/ULC certified, and electrical cords must be in good condition and fully taped to the ground where they may cause tripping hazards. Please inform the organizer if you wish to use a generator - preferably, generators are not used due to noise, and organizers will place your booths in locations that are least disruptive. Remember, it is dark early; bring appropriate lighting to light your booth (battery lights are preferred).

5. Pets and Smoking – No pets are allowed with the exception of guide and service dogs. Please ensure no pets are left in vehicles. Smoking of any kind is prohibited in Filberg Park. This includes vapes and e-cigarettes.

6. Event insurance is mandatory for all market vendors. All vendors are required to have event liability insurance with a minimum of \$1,000,000 coverage. You must add the following as 'Additional Insured' on your policy.

FILBERG HERITAGE LODGE AND PARK ASSOCIATION

61 FILBERG ROAD

COMOX BC V9M 2S7

TOWN OF COMOX

1809 BEAUFORT AVENUE

COMOX BC V9M 1R9

Trusted Event Insurance Providers:

<https://duuo.ca/event-insurance/>

<https://www.palcanada.com/index.php/en-us/event-participants/exhibitor>



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Please send us a copy of your insurance once you receive your market vendor acceptance email.

The FHLPA is not responsible for any lost or stolen items. Our insurance does not cover your booth, organization or business. It is recommended that you check with your insurance provider to confirm you are covered for an event such as this.

After receiving your application, we will send you an email response within seven days.

The deadline for applications is November 6, 2024. If you have any questions, please contact Linda Trevor: 250 339 2715
| lodge@filberg.com



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Application:

Artisan/Vendor Name:

Contact Person:

Mailing Address:

Phone Number:

Email:

Non-Profit or Vendor:

Artisan/Vendor Bio:

Description of Craft:

What is the average price point of each of your items?:

Thank you for your application!