

## Information for Potential Vendors at The Langford Station

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### UNIT SPECIFICATIONS:

The Langford Station has six 8' x 10' units and six 8' x 20' units. Each unit has a fully finished interior with heating, ventilation, lighting, and electrical outlets. 10' units have one large sliding window across the entire front of the unit, an access door on one side, and large shipping container doors on the other side. 20' units have one large sliding window and a set of french doors on the entire front of the unit, an access door on one side, and shipping container doors on the other side.

### APPLICATION CONSIDERATIONS:

To decide if applying is right for you, please review some of the key details below:

- **Length of Licence:** units are licenced on an annual basis only, with no daily, weekly, or monthly rentals available. Retailers currently renting a business incubator are given priority to renew their lease for a maximum of a three-year term. Artists may apply to continue as a business after their one-year term.
- **Hour Requirements:** Vendors are required to be open for a minimum of five hours on Thursdays and Fridays and between 11:00am and 4:00pm on Saturdays and Sundays. Vendors must be open for all City planned events, provided the City has provided fifteen (15) business days' written notice. The Langford Station is closed from 10pm-6am, and there should be no activity on site.
- **Cost:** 20' units are currently \$600/month. 10' units are currently \$300/month for businesses and \$175/month for demonstrating artists. Vendors will also need to provide a \$500 damage deposit at the beginning of their licence. Other financial considerations include \$100 for a business licence, roughly \$300 in other required start up costs (signage, locks, extinguishers, etc), plus any furniture/decorating costs to personalize the unit.

### ARTIST ELIGIBILITY AND SELECTION:

To be eligible for an artist studio rate, artists must be able to demonstrate their art in the unit. If demonstration is not possible, artists may apply as a small business to sell their art. Selection criteria favours artists that are local to Langford or the Westshore, with previous vending experience, and that offer a unique finished product from other offerings in the area.

NOTE: Artists may apply to share the space. To do so, each artist must fill in an application form, and they can be submitted together in a single email. If you are interested in this option, email [stationave@langford.ca](mailto:stationave@langford.ca) to learn more.

### BUSINESS ELIGIBILITY AND SELECTION:

The Langford Station is open to retail businesses. Selection criteria favours businesses that are local to Langford or the Westshore, with few or no existing storefronts in other communities, and that offer a unique product from other offerings in the area.

### SELECTION PROCESS

All applications will be kept on hand for future unit availability. As of 2024, planned annual intake of new vendors is February 1<sup>st</sup>, with selection process beginning two months prior. Vacancies may also arise throughout the year. Shortlisted applicants will be contacted for more information. Successful applicants are required to sign a licence agreement for the space and code of conduct, obtain a business licence through the city, and obtain liability insurance that meets City requirements. All details will be discussed during the selection process.