

Information for Potential Vendors at The Langford Station

UNIT SPECIFICATIONS:

The Langford Station has six (6) 8' x 10' units, six (6) 8' x 20' units and one (1) 8' x 40' unit. All units have a fully finished interior and include heating, ventilation, lighting, and electrical outlets. The 8' x 10' units have one large sliding window across the front of the unit, an access door on one side, and shipping container doors on the opposite side. The 8 x 20' units include one large sliding window and a set of French doors on the front, an access door on one side, and shipping container doors on the opposite side. The 8 x 40' unit features three large sliding windows and two doors across the front of the unit. One door is a powered door with ramp access. The unit also has shipping container doors on the side.

APPLICATION CONSIDERATIONS:

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

- **Licence Term:** Units are licenced on an annual basis only. Daily, weekly, or monthly rentals are not available. Existing retailers operating at The Langford Station are given priority for licence renewals, subject to compliance with licence term. Artists may apply to transition to a business following the completion of their one-year term.
- **Hour Requirements:** Vendors must be open for a minimum of (5) five hours on Thursdays and Fridays, and from 11:00am and 4:00pm on Saturdays and Sundays. Vendors are required be open during all City-planned events, provided the City has provided fifteen (15) business days' written notice. The Langford Station is closed from 10:00pm-6:00am, during which time no activity is permitted on site.
- **Cost:**
 - 8' x 40' unit: \$1,000/month
 - 8' x 20' unit: \$600/month
 - 8' x 10' unit: \$300/month

Vendors are required to provide a \$500 refundable damage deposit. Other financial considerations include \$100 for a business licence, roughly \$350 in other required start-up costs (signage, locks, extinguishers, etc), plus any costs to personalize the unit.

ARTIST ELIGIBILITY AND SELECTION:

To qualify for the artist studio rate, artists must actively demonstrate their artistic practice within the unit during open hours. Artists who are unable to demonstrate their practice on site may apply under the business category. Selection criteria favour artists that are local to Langford or the Westshore, with previous vending experience, and that offer a unique 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 to learn more.

BUSINESS ELIGIBILITY AND SELECTION:

Selection criteria favour businesses that are based in Langford or the Westshore, have few or no existing storefronts in other communities, and offer products that are distinct from existing local offerings.

SELECTION PROCESS

All applications will be retained for up to two (2) years and may be considered for future unit availability. As of 2026, the planned annual intake of new vendors will occur on February 1, with the selection process beginning approximately two months prior. Vacancies may also arise throughout the year. Shortlisted applicants will be contacted for more information. Successful applicants must sign a licence agreement and code of conduct, obtain a City of Langford business licence, and carry liability insurance that meets City requirements. Additional details will be discussed with shortlisted applicants during the selection process.