

Information for Potential Vendors at The Langford Station

UNIT SPECIFICATIONS:

The Langford Station has six 8' x 10' units, six 8' x 20' units and one 8' x 40' unit. 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 front of the unit, an access door on one side, and shipping container doors on the other side. The 40' unit has two doors and three large sliding windows across the front of the unit, one door is a power door and includes ramp access to the unit, and a shipping container door on the 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. 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:** The 40' unit is currently \$1025/month. 20' units are currently \$615/month. 10' units are currently \$307.50/month for businesses and \$179.38/month for demonstrating artists. Vendors will also need to provide a \$500 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 be eligible for an artist studio rate, artists must be able to demonstrate their art in the unit. If demonstration is not possible, artists can apply as a small business. 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 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 two years for any future unit availability. As of 2025, planned annual intake of new vendors is February 1st, 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.