



Consignment Application Form

Thank you for your interest in placing your products in our new Visitor Center Gift Shop! We are looking for high-quality, locally made souvenirs that connect to Castlegar, the Kootenays, British Columbia, or Canada. All submissions are carefully reviewed to ensure they fit our focus and guidelines. Not all proposals will be accepted, but we greatly value and appreciate every local creator who reaches out. Please fill out the form below. We will contact you within [2–4 weeks] if your items are a good fit for our initial launch.

Contact Information

Name:			
Business Name (if applicable):			
Phone:		E-mail:	
City		Facebook	
Website			
Instagram		Etsy	

Product Information

Product Name			
Brief Description			
Retail selling price (suggested price for our shop)		Dimensions / size / weight	
Materials used			
How many units can you supply initially?			
Any minimum order quantity you require?			

If you would like to submit more than one product, please use the appendix attached to this document. Please upload all your pictures to [this google drive folder](#)





Agreement to Guidelines

- ☐ I confirm my products are handmade or locally produced in the Kootenays/BC
- ☐ My products are themed around Castlegar, Kootenays, BC, or Canada (no general gifts, jewelry, soaps, or perishables)
- ☐ I understand this is a submission for review, not automatic acceptance
- ☐ I agree that if selected, I will sign a formal consignment agreement before placing items
- ☐ I have read and understand the guidelines attached to this document.

Signature

"Thank you for submitting! We will review your proposal and get back to you within 2-4 weeks."

The Confluence Building
1995 6th Avenue, Castlegar, BC V1N 4B7
Phone: 250-365-6313
Fax: 250-365-5778
Email: cdcoc@castlegar.com

Guidelines

Thank you for your interest in featuring your work in our upcoming small souvenir shop at the Castlegar Visitor Center (opening target: May–June 2026)!

The shop is a chamber led initiative to support tourism and showcase authentic, locally made items that celebrate Castlegar, the Kootenays, British Columbia, or Canada. We are curating a focused collection of souvenirs for impulse purchases by Hwy 3A travelers and Visitor Center guests.

What We Are Looking For

- Product type: Souvenirs only. Quick, packable, tourism-oriented items such as:
 - Magnets, keychains, postcards, stickers
 - Mugs, coasters, water bottles
 - T-shirts, hats, hoodies (basic designs with local themes)
 - Small prints, books/booklets, calendars
 - Other small, durable mementos (no perishables, no jewelry, no soaps/condiments/lotions)
- Theme requirement: Items must clearly connect to Castlegar, the Kootenays, BC, or Canada (e.g., local landmarks, rivers, wildlife, pride slogans, Doukhobor heritage, SculptureWalk, etc.).
- Production: Handmade or locally produced in the Kootenays/BC region (preferred).

Consignment Model (How It Works)

- Zero upfront cost — you supply the items; we only pay when they sell.
- Revenue split: 70% to you / 30 to the Chamber (covers POS fees, packaging, display, and admin).
- Initial term: 6 months per batch/item. At the end:
 - Unsold items returned.
 - Successful items may be renewed or purchased outright
- Payment: Monthly via cheque that should be picked up at the Confluence Building 1995 6th Avenue, with sales report.
- Success criteria (for renewal/priority): ≥50% of initial stock sold or ≥\$100 in sales within 6 months (whichever is easier).

Submission & Screening Process

- All submissions are reviewed by our team/board to ensure they align with the shop's souvenir-only focus and overall curation.
- Not every submission will be accepted — we have limited space and want to keep the collection cohesive and high-quality.
- We will respond within 2–4 weeks to let you know if your items are a good fit.
- If accepted, you will sign a simple consignment agreement before placing items (we'll send it when ready).

We're excited to partner with local creators and bring more Kootenay-made treasures to our visitors!

Thank you for helping make the shop special.

Questions? Reply to this email or contact Diana at tourism@castlegar.com

Warm regards, The Castlegar & District Chamber of Commerce / Confluence Team

Appendix 1 - Products Description

Please fill up this part for every additional product you would like to submit

Product 2

Product Name			
Brief Description			
Retail selling price (suggested price for our shop)		Dimensions / sizes / weight	
Materials used			
How many units can you supply initially?			
Any minimum order quantity you require?			

Product 3

Product Name			
Brief Description			
Retail selling price (suggested price for our shop)		Dimensions / size / weight	
Materials used			
How many units can you supply initially?			
Any minimum order quantity you require?			

Product 4

Product Name			
Brief Description			
Retail selling price (suggested price for our shop)		Dimensions / size / weight	
Materials used			
How many units can you supply initially?			
Any minimum order quantity you require?			