

Dear Merchant:

Plans are being finalized for the 2018 Village, and we are pleased that you will be a part of this event! We would like to welcome again our returning merchants as well as our new ones. Please be sure to review all of this information carefully as it includes important show information about set-up and procedures that will insure a successful event for all merchants.

1. Sign and Program information: Please review the listing of all booths with booth number, category and city, state for your sign and for the program (this will be posted to the website by Monday October 15th). You will have to go to www.christmasvillage.org and click on the merchants tab to see this list. We will need to hear from you by Monday, October 22nd if you have any changes. We will not be able to make sign changes after that date.

2. Set-up: Set-up times are Wednesday, November 7th from 4:00 p.m. to 7:00 p.m. CST. and Thursday November 8th beginning at 7:00 a.m. CST. The buildings will be locked promptly at 7:00 pm on Wednesday. All set up must be completed by 3:00 p.m. on Thursday.

3. Freight/Package delivery: Any freight/package delivered prior to Monday, November 5, 2018 will be refused. Delivery must be by UPS or FedEx and addressed to the following: **note this is a change from last year so look carefully!

PRIOR TO THE SHOW (MONDAY – WEDNESDAY NOVEMBER 5-7)

Fairgrounds Nashville Operations Building

624 Smith Avenue

Nashville, TN 37203

Attn: Booth Name, Booth Number

Booth name and booth number must be included in address

DURING THE SHOW (THURSDAY – SUNDAY NOVEMBER 8-11)

Fairgrounds Nashville Creative Arts Building

1125 Wilson Drive

Nashville, TN 37203

Attn: Booth Name, Booth Number

Booth name and booth number must be included in address

4. Merchant Parking Passes: Assigned parking spots will be posted on the Christmas Village website by Friday, October 22nd. Go to www.christmasvillage.org click on the merchants tab and there will be a parking drop down tab. **New this year: We will have 2 gates open for merchant entry. The gate entry will be determined by your parking location. Lot 2 parking spots will enter through Benton Avenue (GPS address: 507 Benton Ave.) All other parking will enter through the Rains Avenue gate (main gate) (GPS address: 500 Wedgewood Ave.) If you have spots in two different lots, go to the Rains Avenue Gate.** Vehicles will not be allowed to enter until 3:00 pm on Wednesday. If you would like to get to the Fairgrounds early, we will be there to hand out parking passes beginning at 2:00. **Vehicles MUST have parking pass with booth Name visible at all times. Vehicles in the Rose Garden will be required to back in on the building side and need to be pulled in as far as possible on the opposite side of the lot. Once the show begins, you will enter through the Benton Avenue gate (the Main gate will be too busy with paying customers). Unassigned Parking spaces will only include the spots in the speedway this year due to the construction. We need all other parking for shoppers including the back of Lot 2 and all parking in front of the Creative Arts Building. Parking shuttles will be running from the speedway to the top of the hill prior to, during and after the show.**

5. Move-in: Merchants may park in unassigned parking spaces during unloading but must park their vehicles in their designated parking spaces once unloaded. **Acceptable parking for move in and move out include in front of Creative Arts Building and Lot 2 Spots 250 and greater. You may not park in any other locations as they are assigned spots and you must move your vehicle to your assigned spot no later than 2 pm on Thursday, prior to our shoppers arriving for Sneak a Peek. You will be required to park in your assigned spot at all times after 2 pm on Thursday.**

5. Check in: *All merchants must register formally no later than Thursday, November 8th at 10:00 am CST at the front of the Creative Arts Building. If merchant sets up on Wednesday evening, packets should be ready between 6:00 pm - 7:00 pm. If you pick your packet up Wednesday evening, you do not need to check back in with the Christmas Village staff on Thursday. Any booth that has not checked in by 10:00a.m. on Thursday without set up on Wednesday will be released and merchant fees will be forfeited.*

6. Merchant Entrances: During set-up, all entrances will be open to you including the main entrance in the Creative Arts Building. Beginning at 3:00 pm on Thursday, through 6:00 pm on Sunday we will expect merchants to use one of the **designated** Merchant Entrances. You can leave Merchant Passes for shift workers at your merchant entrance. **Merchant Passes must be worn at all times. Only Sneak A Peek merchant passes are acceptable for the show on Thursday.** There will be seven merchant entrances. These are clearly indicated on the site map enclosed. If you want to verify your booth number, you may reference the list of merchants on the website. Please decide which location is most convenient for you and tell all of your workers to use the one you have chosen.

7. Security: This is always a concern at a show of our size. We will have uniformed security patrolling the buildings at all times during the show. Historically, security problems have occurred during set-up and in the hours before and after the show each day. Consequently, we will allow merchants to remain in the building **30 minutes after closing** and to enter the building **one hour before we open each day.** Additionally, we encourage you not to leave your merchandise unattended during set-up.

8. Merchant Bank: Suntrust Bank will be providing the merchant bank. The hours will be Thursday, 3:30 p.m. – 8:00 p.m., Friday, 8:30 a.m. – 5:00 p.m., Saturday, 8:30 a.m. – 5:00 p.m. and Sunday 11:30 a.m. – 4:00 p.m. *Note that the bank again will close early on Friday so make provisions before 5:00 pm for any change needs you will have. We are open until 9:00 pm on Friday.

9. Show Entrances: Due to the impending construction, we will not have the Exhibitor's Building entrance open this year. We will have only the Creative Arts Entrance and an entrance at the back of the Vaughn Building where the parking shuttle will be dropping of shoppers.

10. Tear Down/Move out: You may not begin tearing down in any way until 6:00 pm on Sunday. We sell tickets as late as 5:00 pm on Sunday and our customers deserve to have time to shop. You must be complete moved out of the Fairgrounds by 10 pm on Sunday. We will be imposing fines of \$100 for late move-out. Please plan ahead and bring more help if this is going to be a problem. We are having to pay the Fairgrounds for any time we are still in buildings on Sunday night, and therefore will be passing along the fees to those merchants who are causing us to incur late move-out fees.

10. Merchant Regulations: Make sure that you read the merchant regulations so that you will be in compliance during the show. These rules and regulations will be strictly enforced and may jeopardize your ability to participate as a vendor in Christmas Village in the future. If you don't have the copy you received with your contract, there is a copy on our website and you will receive another copy at check in.

Your merchandise, display and workers MUST stay within your booth space. Any encroachment in aisles or walkways will not be tolerated. This is a safety hazard for all and is especially discourteous to other merchants.

Remember NO merchandise or booth structure can be attached to the booth's poles or drapes. NO exceptions! The only item allowed to be affixed to the pole is professional signage, no larger than 4' X 8'.

11. Site Map: A site map of the 2018 show is posted on the website. This map was revised as of October 1st. **If you requested a booth relocation and it was not granted, it was because the space you requested was not available.** Each year we try our best to grant as many requests as possible and seniority is always taken into account. Keep in mind that we try to keep a good mix of products throughout the show.

12. Concessions: DD Events will again serve as the concessionaire at the Fairgrounds this year. The food is really good, so plan accordingly! DD Events will be set up Wednesday afternoon in the Creative Arts building from 4-7 and Thursday morning starting at 10 am offering coffee and food at the Skyliner Restaurant. Additionally, merchants will have the ability to have concessions delivered throughout the show. A menu and delivery details will be delivered to your booth by DD on Thursday. **These forms will need to be completed at check in or by noon on Thursday.** Detailed concession information will be available at check in.

13. Wifi: There is free wifi in all of the buildings. You will need to register the first time you use it.

Since we are unable to email attachments, please go to www.christmasvillage.org and click on the merchants tab and (1) read the Merchant Regulations (2) Check your listing on the website for accuracy for the program and signage (3) look at the map to verify your location.

Finally, thank you for your cooperation and patience this year. As you know, the Nashville Pi Beta Phi Alumnae Club has been coordinating Christmas Village for 58 years. We are a group of women who volunteer our time for a great cause and the quality of our merchants helps make our work worthwhile. We have worked tirelessly this year on your behalf to make sure that our show and our merchants are taken care of through the transition that is happening at the Fairgrounds Nashville. I sincerely appreciate your cooperation with the new parking procedures put in place based on feedback from last year and accounting for the construction this year. If you have any further questions, please email us at merchants@christmasvillage.org. We look forward to seeing you in a few short weeks!

Most sincerely,

Ann McKinney

Merchant Contracting Chairman