

Dear Merchant:

Plans are being finalized for the 2017 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. **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 23rd 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 8th from 4:00 p.m. to 7:00 p.m. CST. and Thursday November 9th 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 6, 2017 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 6-8)

Fairgrounds Nashville Operations Building
624 Smith Avenue
Nashville, TN 37203
Attn: Merchant Name, Booth Number

Merchant name and booth number must be included in address

DURING THE SHOW (THURSDAY – SUNDAY NOVEMBER 9-12)

Fairgrounds Nashville Creative Arts Building
1125 Wilson Drive
Nashville, TN 37203
Attn: Merchant Name, Booth Number

Merchant name and booth number must be included in address

4. Merchant Parking Passes: Assigned parking spots will be posted on the Christmas Village website on Friday, October 20th. Go to www.christmasvillage.org click on the merchants tab and there will be a parking drop down tab. You will have to enter through Gate 6. Vehicles will not be allowed to enter until 3:00 pm on Wednesday. There is no need to get in any earlier since you have assigned parking and the buildings will not open before 4:00 pm. Christmas Village and Fairgrounds personnel will be handing out assigned parking passes. **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. You will enter through Gate 6 during the entire show. (SEE DIRECTIONS BELOW) GPS address for Gate 6: 509 Benton Avenue Nashville, TN

DIRECTIONS TO GATE 6: FROM I-65 exit at Wedgewood Avenue. Head east on Wedgewood Ave. to the intersection of Bransford Ave. and Wedgewood Turn right at the light onto Bransford. Go straight through the 4-way stop. Before the next light you will see Gate 6 on your left.

FROM I-440 NOLENSVILLE ROAD: At railroad tracks there is a light (intersection of Nolensville Rd and Craighead Ave. Turn left onto Craighead. Go to first light and turn right onto Bransford. Gate 6 will be immediately to your right.

6. Check in: All merchants must register formally no later than Thursday, November 9th 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.**

7. 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.** 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.

8. 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.

9. 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.

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 2017 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 was really good last year, 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 some food. 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.

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 57 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. I sincerely appreciate your cooperation with the new parking procedures put in place by the Fairgrounds Nashville staff. We hope that in the long run this will be better for everyone and will help cut down on the chaos of car jockeying! 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