

Dear Christmas Village 2022 Merchant,

You will be receiving your invoice Monday, July 11, 2022 via email. It will come from [cvmerchants@gmail.com](mailto:cvmerchants@gmail.com), which is **an outgoing only email** that we use to send out invoices. Please check your spam folder if you do not see it. Please email [merchants@christmasvillage.org](mailto:merchants@christmasvillage.org) if you do not have your invoice in your email.

**Important notes:**

- Balances are due in full by July 31<sup>st</sup>. They can be paid by check payable to Christmas Village and postmarked no later than 7/30/22. Or you can pay online with a credit or debit card. Go to our website: [www.christmasvillage.org](http://www.christmasvillage.org), click on the three bars at the top left and click on the merchant tab, then click on the Merchant Booth Payments button. The password is merchant2022. There is a convenience fee to use this service: \$30 for 10' booth, \$60 for a 20' booth, \$75 for a 30' booth and \$90 for a 40' booth.
- Payments not postmarked by 7/30 or paid online by 7/31 will incur a \$100 late fee.
- We made the decision to redesign the layout for building C. I am waiting on the final revision of the map. It should be posted to the website by the end of the week. If your location was changed materially, you were contacted by email.
- If you requested to be relocated, but were not, the booth location or specifications you requested were not available. We will make relocations up until the show if locations become available.
- We still have some openings as we are expanding back to a full show, so please continue to encourage great merchants to apply!

If you have any questions or concerns, please email us at [merchants@christmasvillage.org](mailto:merchants@christmasvillage.org) We look forward to a great year!

Ann McKinney  
Merchant Contracting Chairman