

2023 CHRISTMAS VILLAGE BOOTH CONTRACT – Exhibit A

Merchant Regulations

Failure to adhere to these regulations may result in forfeiture of fees paid and booth space at Christmas Village.

General

1. Merchant may not assign, loan, or sublease any booth space without prior approval of the Merchant Contracting Committee.
2. Merchant may not change the nature or content of booth merchandise from that approved by the Merchant Contracting Committee without giving notice to and without prior approval of the Christmas Village Board.
3. Merchant must specifically identify on the Christmas Village Contract all merchandise that will be sold in the Christmas Village contracted booth. To include any merchandise not included in the Contract, Merchants must give written notification no less than 6 weeks prior to the event's start and obtain approval from the Christmas Village Board. Any merchandise that has not received prior approval will be removed from the booth. Christmas Village prohibits the sale of any item with profanity, offensive language or images, or any politically slanderous material.
4. Merchant must immediately notify the Merchant Contracting Committee of any changes in contact information, including postal, email, and telephone number changes.
5. Any Merchant caught stealing from another Merchant will be prosecuted to the full extent of the law.
6. The sale, possession, purchase, and use of and/or being impaired by any alcoholic beverages, illegal substances, non-prescribed controlled substances, or drug paraphernalia by any Merchant (or anyone under the Merchant's direction) at Christmas Village is strictly prohibited and will not be tolerated. The Christmas Village Board reserves the right to impose such sanctions and/or penalties as it deems appropriate, including but not limited to immediate termination of the Merchant's booth operation, and forfeiture of booth space next year.
7. Any inappropriate behavior and/or conduct, including but not limited to foul or abusive language and/or violent behavior by any Merchant (or anyone under the Merchant's direction) at Christmas Village is strictly prohibited and will not be tolerated. The Christmas Village Board reserves the right to impose such sanctions and/or penalties as it deems appropriate, including but not limited to immediate termination of the Merchant's booth operation, and forfeiture of booth space for next year.
8. Operation of any appliance/equipment in the booth including, but not limited to, a microwave, beverage machine, crock-pot or engraver, etc. requires the purchase of additional electrical to meet the needs of the appliance(s)/equipment(s).
9. Merchant who fails to adhere to these Merchant Regulations for two years will no longer be eligible to participate in Christmas Village.

Financial

1. Signed and completed Contracts (including Equipment Order Form, Parking Form, and Advertising Form) are due by **March 31, 2023**. Any Merchant who does not return its Contract postmarked by **March 31, 2023**, will incur a \$50 late fee. Failure to submit a Contract by **April 15, 2023**, may also result in automatic booth forfeiture.
2. Merchant's total bill, for booth rental fees, equipment fees, and other applicable fees is due and payable in full on or before **July 31, 2023**. After **July 31, 2023**, the Merchant will incur a \$100 late fee for any payment not received in full. Merchant's payment (plus late fee) is due by **August 15, 2023**, to continue to reserve booth space. Automatic booth forfeiture can occur if the Merchant has not paid all fees in full (including late fees) by **August 15, 2023**.
3. Booth and equipment rental are non-refundable after **August 15, 2023**. Merchant cancellation within 30 days of Christmas Village may result in the Merchant not being invited to participate the following year.
4. Merchant will incur a **\$25** service charge for any requested copies of mailings due to failure to notify Christmas Village of a change in contact information.
5. Merchant will incur a **\$35** service charge for all returned checks. In the event a Merchant's check is returned, payment in full is due by **September 15, 2023**, or this may result in automatic booth forfeiture.
6. Any additional equipment and passes ordered after **October 15, 2023**, will be charged double the fees indicated on the Equipment Order Form and will be due and payable at the show. **Electrical changes will be charged at three times the initial rate.**

Food and Beverages

1. Merchant must also follow the guidelines set forth by the Fairgrounds Nashville Board of Commissioners and its concessionaire, D & D Events. No one will be allowed to sell or offer any individually packaged food item or items deemed to be consumable on-site without prior approval by a Fairgrounds agent. The Fairgrounds concessionaire reserves the right to reduce the size of samples and/or increase the quantity offered for sale. If a Fairgrounds agent rejects the participation of a booth and a reasonable solution cannot be found, the booth deposit will be returned to the merchant and the booth contract will be null and void.
2. By order of the Metro-Davidson County Fire Marshal, Merchants may use only approved heating appliances: microwaves and/or crock pots.

Booth Setup

1. Set-up hours are available **Wednesday, November 8, 2023**, from 1:00 p.m. to 7:00 p.m. and again on **Thursday, November 9, 2023**, from 8:00 a.m. to 2:00 p.m. The Fairground buildings will be locked promptly at 7:00 p.m. on Wednesday. Packets will be available for pickup on Wednesday.
2. All Merchants must register formally with Christmas Village personnel no later than **Thursday, November 9, 2023**, at 10:00 a.m., **if merchant has chosen to set up early on Wednesday evening, as long as they pick up their packet, they do not have to report to Christmas Village until 2:00 p.m. on Thursday, November 9, 2023.**
3. Christmas Village is not responsible for any booth merchandise at any time.
4. Vehicles are not allowed in any building or to block any entrance to any building at any time. Vehicles may not be parked in any fire lanes at any time.
5. Children or pets are not allowed in the buildings during setup period. No pets are allowed in the buildings at any time.

Booth Maintenance

1. **All curtains and carpeting must always remain in place and intact between Wednesday, November 8, 2023, and Sunday, November 12, 2023** (during set-up, Sneak-A-Peek, Christmas Village, and tear-down). Any alterations to curtains or carpeting are strictly prohibited unless prior approval is granted by the Merchant Contracting committee and may result in a monetary fine, immediate termination of the Merchant's booth operation, and forfeiture of booth space for next year.
2. Merchant is permitted to hang a professional booth sign, up to 4 feet by 8 feet, with display company hangers. Limit to one in each booth.

3. Merchants may not hang or pin any merchandise or booth decorations from booth poles or to booth curtains. Any alterations or damage to

curtains or carpeting is strictly prohibited and may result in a monetary fine, immediate termination of the Merchant's booth operation, and forfeiture of booth space for next year.

4. **Christmas Village Booth signs must always remain in place, with the booth number visible.**
5. Merchandise displays must be kept within the rented booth space at all times after setup is complete. A booth may not extend into the aisles and merchandise may not be offered or sold outside the rented booth space for any reason at any time during SneakAPeek or Christmas Village.
6. Merchant must always have a representative in its booth during SneakAPeek and Christmas Village operating hours.
7. Price reductions during Christmas Village may be made at the discretion of the Merchant. Any price reductions may only be posted using pre-printed 5" by 7" (or smaller) signs. No handwritten signs of any size are permissible.
8. Music or other disturbing noise, including voice amplifiers, etc., is strictly prohibited by any Merchant at any time (with the exception of music played by Merchants selling musical merchandise with prior approval by the Christmas Village Board).
9. Merchant is responsible for maintaining the cleanliness, orderly appearance, and public safety of its booth at all times. Carpets are cleaned in all booths each night **unless the booth curtains are draped closed** (and it is the Merchant's responsibility for cleaning those carpets).
10. Merchant is permitted to remain in Fairground buildings for up to 30 minutes after closing for SneakAPeek and each day of Christmas Village. Merchant is permitted to enter the Fairground buildings up to 1-hour prior to opening each day of Christmas Village.
11. Smoking is NOT allowed inside the Fairgrounds buildings at any time.
12. Open flames (i.e. candles, sterno cans, etc.) are not permitted inside the Fairground buildings at any time. Candle burning is expressly prohibited and will be strictly enforced. Any exceptions to this rule must have prior written approval from the Metro-Davidson County Fire Marshall and the Christmas Village Board. Any Merchant burning a candle without prior approval as noted will result in immediate termination of the Merchant's booth operation, and forfeiture of booth space for next year.
13. Pets are not allowed in Merchant booths or Fairgrounds buildings at any time. (Service animals are permitted).

Merchant Passes

1. A "Merchant Pass" must be worn by every booth worker at all times during setup and Christmas Village operating hours. A "SneakAPeek Merchant Pass" must be always worn by every booth worker during SneakAPeek operating hours.
2. Merchant who rents a 10-foot booth receives three "Merchant" passes, and a Merchant who rents a 20-foot booth receives five "Merchant" passes for use during setup and Christmas Village only. These may not be used during SneakAPeek hours. Additional "Merchant" passes may be purchased in advance for \$15 each by using the Equipment Order Form.
3. Merchant who rents a 10foot booth receives two "SneakAPeek Merchant" passes. Merchant who rents a 20-foot booth receives four "SneakAPeek Merchant" Passes. Additional "SneakAPeek Merchant" passes may be purchased in advance for \$50 each by using the Equipment Order Form.
4. Merchants may purchase SneakAPeek tickets for non-workers, i.e., family and friends, and must do so in advance by emailing SAP@christmasvillage.org SneakAPeek tickets for non-workers may not be sold during setup or at the door unless SneakA-Peek is not sold out at that time. **Sneak-A-Peek worker passes are not to be used for non-workers.**
5. Merchant and/or booth workers will only be admitted to Christmas Village with a "Merchant" pass or paid ticket. Merchant is responsible for and must distribute passes to booth workers prior to Christmas Village or leave passes for booth workers at one of the designated Merchant entrances during Christmas Village. Merchant may not use the patron ticket entrances or Information Booth to distribute or leave passes for booth workers.

Merchant Parking

1. All merchants are required to pay a \$40 mandatory parking fee which provides one unreserved parking pass.
2. Reserved parking passes, for parking near the Expo buildings will be \$75 per space and will be limited to one vehicle or trailer per merchant.
3. The reserved parking passes that are provided do not allow for a vehicle longer than 21 feet long, and therefore an additional reserved pass will have to be purchased.
4. Merchants must complete the Vehicle information that is part of the Equipment Order Form.
5. If the vehicle information changes, the merchant must email merchants@christmasvillage.org to update information and ensure that sufficient parking passes have been purchased.

Merchant Entrances

1. A designated Merchant entrance is assigned to each Merchant based on the building in which its booth is located. The Merchant entrance is for the exclusive use of Merchants and workers. Because of ticketing procedures, merchants and workers are not allowed to use patron ticket entrances.
2. Merchant should leave on file at his/her designated merchant entrance any merchant passes to be picked up by booth workers.

Booth TearDown

1. Merchant may not begin booth tear-down prior to 6:00 p.m. and must complete tear-down no later than 10:00 p.m. on Sunday, **November 12, 2023**. No security is provided by Christmas Village after 8:00 p.m. on Sunday, the last day of Christmas Village.
2. **Any merchant who tears down his/her booth in any way prior to 6:00 p.m. on Sunday, November 12, 2023, will automatically forfeit the right to participate in the 2024 Christmas Village.**

Merchant Intent to Return

1. **On the last day of Christmas Village, Merchants must turn in a completed, signed Intent to Return Form along with \$100 to Christmas Village personnel from 10:30 am – 5:30 pm on Sunday, November 12, 2023, to reserve their booth space for the 2024 Christmas Village.**
2. The Christmas Village Board reserves the right, upon review of Merchant violations of these regulations, to release its booth space and refund its deposit.

Christmas Village retains the right to modify, add to, or delete from the Merchant Regulations at any time. Rev. January 2023.