Dear Merchant:

We are eagerly awaiting the setup and opening of Christmas Village 2024! If you have not gone to our website to check booth assignments, parking assignments along with maps of the show layout and parking lots, please do so! You click on the merchant drop-down menu you will see all of the information you need. If you have questions, please email me at merchants@christmasvillage.org. Please take the time to read all of the information below – it will make your move-in and show run smoothly!

**New show information:**

Please break down your boxes this year as you set up or restock and place boxes in aisles near trashcans for the Fairgrounds staff to dispose of. This is really important to help us save on dumpster costs.

We are streamlining move in/unloading so hoping things go smoothly! We will have volunteers handing out parking passes at the two entrances and will have a new system to line up vehicles in hopes that merchants are served in a timely manner and you keep your place in line. We will also have volunteers assisting with keeping merchants to 30 minutes of unloading so that everyone gets their turn without too much waiting time! Please be patient. We worked diligently with the Fairgrounds on parking locations to accommodate those parking only trailers as well as those parking vehicles. The Fairgrounds did re-paint the numbers on the spots in lots 1 and 2..to match our maps again! Yay!

We ask that you are patient with move in as we have tried to consider all alternatives to make this run smoothly – although some things seem to be out of our hands!

We hope the fact that Christmas Village is underwriting the cost of parking Friday-Sunday for all shoppers that we will have a record crowd of happy shoppers rushing the doors to get to your booths to shop!

Below is the information that was emailed several weeks ago. We look forward to seeing you next week! Safe travels to everyone!

**VERY IMPORTANT PARKING/UNLOADING INFORMATION!**

**We are not going to allow any vehicles on the Fairgrounds property until NOON on Wednesday.** Wedgewood is going to be a two-lane, one-way road heading from Benton to Nolensville.

If you are going to take advantage of the **free cart service** by Fern, you will enter the Fairgrounds by Wedgewood and will be corralled in the parking lot on the immediate right (corner of Benton/Wedgewood). You will be directed down Wedgewood in the right-hand lane and will circle behind the building to the dock to be unloaded. (Use 500 Wedgewood Avenue for GPS purposes)

If you are **unloading yourself**, **your entry will depend on your booth location**!

* If you are in **Building A,** you will enter on Wedgewood and get in the left lane (closest to the buildings) and will be allowed to pull up next to the building and unload for 30 minutes before moving to your parking spot. We will allow merchants to line up at noon to unload but no one will be allowed to enter the building until 1 pm. (use 500 Wedgewood Avenue for GPS purposes)
* If you are in **Building B or C**, you will enter off Nolensville Road pull around back, and again can stop next to the building, and unload for 30 minutes before moving your car to your parking spot. Once all the spots around the building are full, we will be directing merchants to Lot 7 off of Nolensville Road to be corralled and then you will be directed to the buildings after the first set of merchants have had their 30 minutes to unload.(use 1831 Nolensville Road for GPS purposes)
* Your parking passes will be distributed by volunteers at points where you enter the Fairgrounds.
* Directions to the racetrack (you actually park on the racetrack!) Take either Nolensville Road heading north, take a right on Craighead then in ¼ mile you will see signs for the Speedway on the right.

**Parking Friday-Sunday:** You will enter through the Nolensville Road entrance in any vehicle that has a parking pass. This will expedite entry as you will not wait in lines with shoppers.

**The Wi-Fi password:** The Fairgrounds will be changing the password and will be blocking public wifi so we will give the password out with your At Show Packet. Please do not share this with non-merchants as it is password protected so that merchants can use it for credit card processing etc. We also ask that you refrain from streaming while you are at the show as the wifi will be at capacity with all of the merchants’ devices.

**Bank Hours:** The bank will only be open Friday and Saturday **until noon** (the show closes at 9 p.m. on Friday and 6 p.m. on Saturday). Please make sure that you plan for cash needs on Friday afternoon/evening, as Friday is a bank holiday! Sorry…the bank does not have staffing for Friday and Saturday afternoons.

**Food Sampling:** We are allowing food sampling by merchants who have approved food items for sale! These are the regulations as set forth by D & D Events and the Fairgrounds Nashville (should be for clarity for returning merchants):

* Sample sizes of approved products may be no larger than 2 ounces/volume of food or 2 fluid ounces of beverage.
* Sampling of any alcoholic beverage is strictly prohibited and controlled by the D&D Events in accordance with Local and State Government Law.
* Additional food regulations, as found in the Christmas Village merchant regulations:
* 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.
* By order of the Metro-Davidson County Fire Marshal, Merchants may use only approved heating appliances: microwaves and/or crockpots.

**GENERAL REMINDERS**

1. **Move-In:** We will allow merchants into the buildings for set up on Wednesday from 1 p.m.-7 p.m. and Thursday from 8 a.m. – 2 p.m. All merchants must be completely set up by 2 pm on Thursday so Fern will have time to clean prior to the show opening at 4 pm
2. **Unloading:** Christmas Village will again be paying for cart service by George Fern. You will be able to pull behind building A and will have 30 minutes to unload with the help of George Fern employees and then will go to your parking spot. **Fern will be offering cart service on Wednesday 1 p.m. -5 p.m. and Thursday 8 a.m. to 10 a.m.**
3. **All cars must be unloaded by 5:00 pm on Wednesday, we are not allowing any unloading after that hour due to constraints of volunteers. You may continue to set up until 7 pm, but you must have arrived and unloaded by 5 pm.**
4. **Shipping Information**: All packages should be shipped to: Fairgrounds Nashville 401 Wingrove Street Nashville, TN 37203. You must address the package to Christmas Village, along with your booth name and number so that your packages can be delivered. Packages delivered during the show will be left at the information booth and you will be paged to pick them up.This will occur twice a day to alleviate too many announcements and strain on the Faigrounds employees that we need elsewhere. Freight must be delivered between Friday, November 8 and Wednesday November 13th by 11:00 am (we won’t have room for 18 wheeler delivery trucks once merchants enter the property. Packages must be sent via UPS or Fed Ex. And can be accepted throughout the show and will be brought to the buildings twice per day. Do not use USPS.
5. **Check-in:** All merchants must register formally no later than Thursday, November 14th at 10 a.m. CST at the front of Building A. If the merchant sets up on Wednesday afternoon, packets will be ready for pick up. If a packet is picked up on Wednesday, the Merchant must be back in their booth by 3:00 p.m. on Thursday for the show opening at 4:00 p.m. **Any merchant who has not checked in by Thursday, November 14th at 10 a.m. will forfeit their booth and fees.**
6. **Booth Cleaning:** Booths will be vacuumed every evening after the show closes. If you choose to drape off your booth, prohibiting entry, your booth will NOT be vacuumed by Fern.
7. **Food and Beverage:** Great news! Concessions will be back in full force this year! Hours will be Wednesday 1:00 pm – 6:00 pm, Thursday 11:00 am – 9:00 pm, Friday, 8:00 am – 9:00 pm, Saturday, 8:00 am – 6:00 pm and Sunday, 11:00 am – 6:00 pm. There will be two merchant lounges with microwaves, water and coffee. Our merchant hospitality chairmen have put together goody bags with snacks and water to hand out on Thursday rather than having food In the lounges. Additionally, NEW THIS YEAR… we have purchased Keurig Coffee Makers for the merchant lounges so that you can have a fresh cup of coffee! You will be provided 3 pods in your goody bags. We will have some in the lounges, but they are expensive so please feel free to bring your own to supplement what we have.

If you have any further questions, please email us at merchants@christmasvillage.org. We look forward to seeing you in a few weeks! Travel safely.

Most sincerely,

Ann McKinney & Klaire Powers

Merchant Contracting Chairs