



ACE Promotions presents

Christmas in the Park

Saturday, November 16, 2024 ♦ 10 a.m. to 3 p.m.
Tom Scott Park, 16441 Five Forks Road, Amelia, VA 23002

Dear Artisan, Crafter or Independent Consultant Vendor:

ACE Promotions proudly presents 'Christmas in the Park,' Saturday, November 16, 2024. From 10 a.m. to 3 p.m., the event will be a vendor market and will include pictures and visits with Mr. and Mrs. Santa, performances of some of the area's best church and school choirs, food vendors, a live nativity and other great opportunities for family fun. At dark, the park will be illuminated to complete the holiday atmosphere. Many more activities, entertainment and photo opportunities will abound. Each vendor space will measure 12 x 12 and there will be limited electricity available, which will be assigned on a first-come, first-served basis.

Fee: The early bird registration fee is \$100 per site for crafters, independent consultants, artisans and organizations. Vendors wishing to take advantage of the early bird fee must register no later than **October 15, 2024**.

After Oct. 15, the fee goes up to \$125. Make checks payable to: "ACE Promotions"

Please complete and mail registration form with payment to: **ACE Promotions, ATTN: Christmas Vendor, P.O. Box 852, Amelia, VA 23002**. Alternatively, vendors may register online at www.acepromotions23002.com/christmas-in-the-park. Registrations will not be processed without receipt of payment.

Space: The booth space is 12 x 12 feet.

Location: We will email you booth map and your booth number. We cannot guarantee locations on the square, although you may make requests, which attempts will be made to honor. Booths are assigned on a first-come, first-served basis.

Equipment: Limited electricity is available and vendors will need to provide 100 ft. extension cords and for consumer safety, a means to cover the cord if it crosses a walkway. Quiet generators will be allowed so long as noise does not interfere with the on-stage entertainment. If shade is essential, vendors should bring their own canopies, tents or umbrellas. Please bring the necessary equipment to anchor anything that you may bring. Vendors must supply their tables and chairs. Please be sure that everything you bring will fit into your assigned 12x12 foot space as anyone who invades another vendor's space may be asked to leave. You are responsible for any additional permits that may be needed to vend (i.e health permit, ABC license, etc.).

Time: Set up is from 7 a.m. until 9 a.m. Times will be staggered based on where your booth is located. You may drive to your booth during this time to drop off your wares/equipment, but all cars must be off the vending area by 9:45 a.m. Take down is after 3 p.m. Only after 3 p.m., will you be allowed to drive back to your booth and be clear of the area by 5 p.m.

Weather: There is **no rain date for this event** in the event of inclement weather. Advance cancellation will be announced on the ACE Promotions Facebook pages and website.

Procedures: We understand that you want a booth because you are passionate about your cause or event, craft or product, but we ask that you stay with your booth and not wander the crowd with literature. We have had past complaints about aggressive solicitation.

Important: Please be advised any potential insurance risk is subject to your own personal insurance coverage. To ensure proper coverage and mitigate any potential risks to you, please contact your personal insurance agent. If you have any questions, please message ACE Promotions on Facebook or via e-mail to acepromotions23002@gmail.com. Thank you for your interest, and we will see you at the event!

www.acepromotions23002.com/Christmas-in-the-Park



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Dear Artisan, Independent Consultant or Vendor:

Below is the vendor registration information for Christmas in the Park to be held at Tom Scott Park in Amelia, Saturday, November 16, 2024. The time of the event is from 10 a.m. until 3 p.m. and vendor set-up begins at 8 a.m. Please note if you have a special request (i.e. you want a particular spot, need electricity, etc.), these will be accommodated on a first-come, first-served basis.

Please Note: Early bird registrations must be received by Oct. 15, 2024. No registrations will be accepted after October 31, 2024.

Name: _____

Address: _____

Contact Person: _____

Phone Number: _____ Email Address: _____

Type of item(s) sold or information distributed: _____

Advertising on map wanted? Yes No

ACE promotions offers highlighting of vendor spots on the map signs strategically located throughout the venue and on the printed copies of the event maps that will be available at the gate, for an additional charge of \$10.

Special Request/Comment:

Fees

12' x 12' Space Fee:

\$100 (if received by October 15, 2024)

\$125 (if received after October 15, 2024)

\$10 – Advertising Fee

Total Enclosed: _____

Checks and money orders should be made to **ACE Promotions**. All forms should be mailed to **ACE Promotions, attn: Christmas Vendor, P.O. Box 852, Amelia Court House, VA 23002. No refunds will be issued after October 30, 2024.**

IMPORTANT: Please be advised any potential insurance risk is subject to your own personal insurance coverage. To ensure proper coverage and mitigate any potential risks to you, please contact your personal insurance agent. If you have insurance please supply a certificate of insurance.