



## **Christmas at The Virginia Cliffe Inn checklist and rules of participation for third party vendors**

Our show is open to third party vendors. We feel this enhances the shopping experience for our customers. The Virginia Cliffe Inn is located on private property with six acres of spacious grounds with a four seasons pavilion, cottage and heated tent allowing us to provide space for vendor booths at the rear of the property. Each booth is a 10x10 reserved space in one of these areas on the grounds. 3rd party vendors work the entirety of the show and collect their own funds.

1. Complete the online application form and submit it, along with photos and descriptions of the items that you sell. The more information you give us the better, our vendors are chosen for uniqueness, high quality, and diversity of merchandise. We strive not to have duplicate vendors and we limit our applications based on several criteria so that we do not have too many equivalent items in each category. Most importantly we want to ensure that the show is successful and that your participation is a profitable experience.
2. You will be notified if you are accepted, and you will be given a vendor registration number. When you receive your registration number, submit your \$50 registration fee and vendor rental fee to The Virginia Cliffe Inn 2900 Mountain Rd, Glen Allen VA 23060. We take payment via check or via PayPal to [JClifton@vacliffeinn.com](mailto:JClifton@vacliffeinn.com)
3. Third party vendor reservations are taken on a first come first served basis and are valid once all funds are received. Third party vendor booths will be housed at the rear of the property either in the Pavilion or the tent.

4. Booth prices are as follows:
  - a. • Enclosed garden Pavilion: \$200.00 for 5 days
  - b. • Tent booths (tent is enclosed and heated) - \$125.00 for 6 days
  - c. • Booths with access to one electrical outlet will pay an additional \$25 for the 6 days
5. Each booth is 10' x 10' and comes with one banquet table and 1 chair
6. The event lasts 6 days, Friday November 25, 2022 - Wednesday, November 30, 2022.

Wed. Nov. 23	Set up 9 a.m. and 5 p.m.
Thursday Nov. 24 - THANKSGIVING	PROPERTY CLOSED
Friday, Nov. 25 – BLACK FRIDAY	12:00 – 8:00 P.M.
Sat. Nov. 26 – SMALL BUSINESS SAT	10 A.M.- 8:00 P.M.
Sun. Nov. 27 – ARTIST SHOPPING DAY	12:00 – 6:00 P.M.
Monday, Nov. 28 – CYBER MONDAY- SENIORS MORNING	10:00- 8:00 P.M.
Tuesday Nov. 29- GIVING TUESDAY Seniors Morning,	10:00-8:00 P.M.
Wed. Nov. 30- Seniors Morning/ last chance shoppers	10:00 – 2:00 P.M.

7. Vendors are required to set up their items for display between 9 am and 5 pm on Tuesday November 16, 2021.
8. Vendors are required to remove their items at the end of the show on Wednesday, November 30, 2022 or by the morning of Thursday, December 1, 2022.
9. Vendors set up and work their own booths, and they are responsible for collection of all money for purchases and for payment of all Federal, State, and local income taxes.
10. Vendors are required to supply any necessary bags, wrapping paper etc. for buyers who purchase their items.
11. Vendors are not permitted to bring alcohol to the event
12. Vendors or customers are not allowed to smoke except in designated areas
13. Vendor parking is in the designated area behind the dumpster or behind the pond as directed.

14. The show will be held rain or shine! (It is completely indoors)
15. Professional photos may be taken for promotional use
16. There will be food vendors present with meals available for purchase
17. VCI cannot be held responsible for any lost or stolen items or damages occurring to any merchandise.
18. Please help us market the show! Please add the event to your social media, pick up postcards to mail, post it at your church, grocery store and the groups you are a member of. Remember the more you help market the show the more customers and sales you will have. Christmas at The Inn supports a wonderful non-profit and most places will post events for non-profits.