



Christmas at Granny' s checklist and rules of participation for 3rd party vendors

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 similar 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 to The Virginia Cliffe Inn 2900 Mountain Rd, Glen Allen VA 23060. We take payment via check or via Paypal to JClifton@vacliffeinn.com
3. 3rd party vendor reservations are taken on a first come first served basis, and are valid once funds are received. 3rd 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:
 - Enclosed garden Pavilion: \$200.00 for 4 days
 - Tent booths (tent is enclosed and heated) - \$125.00 for 4 days
 - Booths with access to electrical outlets will pay an additional \$25 for the 4 days
5. Each booth is 10' x 10' and comes with 1 banquet table and 1 chair

6. The event lasts 4 days, commencing on November 19, 2020 and ending on November 23 2020. Vendors are required to set up their items for display between 9 am and 8 pm on Wednesday November 18, 2020
7. The show opens on Thursday November 19, 2020 for the Grannies who want to shop at Granny's. We are so excited to have you join us..
8. 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.
9. Vendors are required to supply any necessary bags, wrapping paper etc. for buyers who purchase their items.
10. Vendors are not permitted to bring alcohol to the event
11. The show will be held rain or shine! (It is completely indoors)
12. Professional photos may be taken for promotional use
13. There will be food vendors present with meals available for purchase
14. While we make every effort to monitor each room closely, VCI cannot be held responsible for any lost or stolen items or damages occurring to any merchandise.
15. Removal of items is the responsibility of the vendor after the closing of the show the evening of Sunday November 22, 2020 or by the morning of Monday, November 23, 2020. All items are to be removed by this time.
16. 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 our show supports a wonderful non-profit and most places will post events for non-profits.
17. Vendor parking is in the designated area
18. Merchandise Drop Off/ Pick Up: Item set up is Wednesday, November 18 from 9 a.m. to 8 p.m. Please bring your items ready and display them and set up your booth at this time. Please bring the tools, display racks, ladders, etc. you will need to set up your booth. Item pick up is on Sunday, November 22, 2020 at the conclusion of the show