

**2021 CHRISTMAS IN THE PARK
PARTICIPATION GUIDELINES
*PLEASE READ ENTIRE DOCUMENT***

Christmas in the Park is an annual drive-through event during November and December when the City of Elizabethtown and Elizabethtown businesses and organizations express their Holiday greetings in the form of outdoor lighted displays meticulously arranged along the park roads at Freeman Lake.

This is a community project. In order to maintain the true spirit of Christmas, the primary theme is the Christmas Season, as **opposed to individual commercial promotions**. There is no charge for display sites but these guidelines must be followed. Electricity is furnished by the City of Elizabethtown and funded by donations given through the donation box at the exit of the Park. You must adhere to these guidelines set forth by the City of Elizabethtown and the Christmas in the Park committee.

CHRISTMAS IN THE PARK COMMITTEE

The Christmas in the Park committee (the Committee) is a group of volunteers and City staff assembled to plan, organize and carry out the administrative duties of the City of Elizabethtown's *Christmas in the Park*. Their mission is to strive to continuously improve and enhance the value of *Christmas in the Park* and the events associated with it for the viewing public, the City of Elizabethtown and its participants. If you are interested in being on this volunteer committee please contact Sarah Vaughn, Events Program Manager of City of Elizabethtown.

GENERAL GUIDELINES

1. All **new** display proposals and **modified** displays must be approved by the Committee prior to installation at the park site. A drawing of the proposed displays and/or modifications along with electrical requirements must accompany these proposals with the completed application. This includes *new* displays for those businesses who have displayed for many years. The drawing should include measurements of the height and width of the display so we can determine the scale of the proposed display.
2. The Committee reserves the right to re-assign display sites due to display size, electrical needs and traffic problems.
3. **All lights must be **LED**. No exceptions.

4. Each display must include lights within the display. Lighting “up” signs DOES NOT COUNT as your lighting although they may be necessary for your display. Metal and/or wood structures may be used along with the lights.
5. Although the design of your display is your creative idea, it is recommended that it be one of the following: 3D, a lighted steel structure, has moving parts or gives the perception of movement, and it MUST be entertaining. Displaying a sign with a poster attached may not necessarily be permitted, especially if it has majority of solicitation verbiage or pictures.
6. NO blow-up displays. NO exceptions.
7. NO VINYL MATERIAL may be used for any kind of signage in your display or as part of your permitted 2x4 sign logo sign. NO EXCEPTIONS.
8. Your display must cover at least a 10x10 footprint. This does not include your business sign. There is currently no restriction of maximum space permitted as that will differ from each display. However, you must know the entire footprint space that you will need, especially if it is significant, so that we are able to provide enough space for you during set-up. Also, we MUST know height in case trees are a factor in set-up.
9. **Each business is responsible for all set-up, display storage, and take-down of their display. Neither the Committee nor the City of Elizabethtown is responsible for damaged, stolen, or vandalized property.**
10. Each business is responsible for the maintenance of their display during the set-up. This includes keeping lights operating, fixing structures damaged by weather conditions, electrical, etc. If your display is not operating for more than 3 consecutive days, you will not be permitted to set-up for the following season.
11. **The Maintenance Package**: Each vendor will have the opportunity to purchase a maintenance package along with their set-up. This package is explained in the accompanied packet. This is not required; however, our goal is to offer more assistance so that *Christmas in the Park* can be the best it can be for our patrons.
12. The minimum electrical cord size for any extension cord will be 12/2.
13. The location of each display may be moved each year.

13. Each participant must submit two names and phone numbers of persons to be contacted in case of electrical or other problems with their display to the committee by November 1st of each year. The information provided must be contact information where we can reach participant outside of business hours and during personal time. A contact card will be mailed or emailed.
14. **Each site is permitted ONE 2' x 4' sign identifying the sponsoring business or organization.** However, the only advertisement permitted on the sign is **business name or logo.** You are NOT PERMITTED to add phone numbers, Facebook links, websites, dates of events, etc. **NO VINYL MATERIAL MAY BE USED FOR THIS SIGN.** Please understand this is a community venture and always has been. Even though it is a great way to advertise, the goal for each vendor is not advertising, it is to say "Merry Christmas". Keep this in mind as you create, change, or set-up your display.
15. Displays must be Christmas or winter themed, entertaining, and not advertising. The only advertising verbiage permitted is your business name or logo on the 2x4 sign. There are no exceptions to this rule. See note above.
16. Please make sure you check your display prior to set-up for brightness and color of light bulbs. You can do so by attending the vendor only event Tuesday prior to it opening to the public. You may also enter the Park during the day (notify City staff so they may let you in) to fix any issues necessary.
17. *Christmas in the Park* is held each year beginning the Wednesday before Thanksgiving and ending on January 1st from 6:00 pm to 11:00 pm nightly.

NEW DISPLAYS

Any new business or organization wishing to participate in *Christmas in the Park* must submit an application along with a proposed drawing of the display and electrical requirements to the Committee between February 1-September 1 of each year. You may be placed on a waiting list annually.

ELECTRICAL/WEATHER TIGHT REQUIREMENTS

1. Minimum size extension cords to be used are Number 12. No household cords are to be used.
2. Each display needs to have loads balanced by a qualified electrician.
3. All electrical connections must be weather tight and taped with electrical tape. DO NOT USE PLASTIC BAGS. IF YOUR DISPLAY IS NOT WEATHER TIGHT AND TAPED, YOUR DISPLAY WILL BE SHUT OFF UNTIL IT IS COMPLETED. Your plugs need to be elevated off of the ground and away from locations where water might affect the connection. This must be checked at least weekly during the event. A Parks and Recreation staff member will be happy to assist you during set-up to ensure your connection and display is weather sealed as best as possible. We understand that in extreme weather conditions, most connections will not be able to operate, however, we will do the best we can.

IMPORTANT DATES/ACTIVITIES TO REMEMBER

1. *Christmas in the Park* will be held November 24, 2021 to January 1, 2022.
2. Displays may be setup between 8:00am and 4:00pm on Thursday, November 11, 2021 to Saturday, November 13, 2021 and Sunday, November 14, 2021 from 12:00pm to 4:00pm. Displays must be installed and operational by 4:00pm on November 14, 2021.
3. A Premier Viewing will be held November 23, 2021. (Tickets will be sent during October or November.)
4. Displays may be taken down beginning January 3-6, 2022. Displays cannot be taken down before January 2, 2022. Displays must be removed no later than January 7th. However, the City will not provide security after January 3, 2022.
5. A poster contest is held each year for grades K-5. Please check local social media during October for additional information and entry forms.