

2025 CHRISTMAS IN THE PARK PARTICIPATION GUIDELINES PLEASE READ ENTIRE DOCUMENT

With more than 100 displays, the City of Elizabethtown's Christmas in the Park is a magical light display that transforms Freeman Lake Park into a true winter wonderland! An illuminated roadway will guide you through this beautiful spectacle of Christmas spirit that is open nightly from the day before Thanksgiving until New Year's Day each year.

The lighting tour is free to drive through, but donations are gladly accepted. All donations go towards the electricity costs and adding in new displays and updates each year. In its 35th year, visiting Christmas in the Park has been a holiday tradition for families in Elizabethtown and surrounding areas.

Christmas in the Park is a community project and 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. The purpose of the project is to celebrate the Christmas season and is not to be used as an advertising opportunity. While we welcome you to build your display with your business in mind, displays should not be viewed as advertisements for your business. Electricity is furnished by the City of Elizabethtown and funded by donations given through the donation box at the exit of the Park. We ask that you adhere to these guidelines set forth by the City of Elizabethtown.

Each year we strive to find additional locations so that we can increase the footprint and welcome additional displays into Christmas in the Park. **Submitting an application does not guarantee participation**. Once all applications have been submitted and reviewed, you will be notified no later than September 12th, 2026, of either acceptance along with your placement or that your application has been placed on our waiting list.

GENERAL GUIDELINES

1. All **new** display proposals and **modified** displays must be approved by the Committee/City Events Program Manager 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 City of Elizabethtown reserves the right to re-assign display sites due to display size, electrical needs and traffic problems. The location of each display may be moved each year.
3. **All lights must be LED. NO exceptions.**
4. Each display must include lights within the display. Lighting “up” your signs DOES NOT COUNT as your lighting although that 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 up to you, 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 greeting may not necessarily be permitted, especially if it has majority of solicitation verbiage or pictures.
6. **NO blow-up displays. NO exceptions.**
7. **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.** The goal for each business is not advertising, it is to say “Merry Christmas”. Keep this in mind as you create, change, or set-up your display. **NO VINYL MATERIALS 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. We MUST also 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. The City of Elizabethtown is not responsible for damaged, stolen, or vandalized property.**
10. Each business is responsible for the maintenance of their display during the run of Christmas in the Park. 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. It is recommended that your display is checked by someone on your staff at least once every few days to make sure it is in working order.

11. **The Maintenance Package**: Each vendor will have the opportunity to purchase a maintenance package along with their set-up. This is not required; however, our goal is to offer more assistance so that Christmas in the Park is operating at 100% every night.

The Maintenance Package is \$200 for the season and includes:

Maintaining the weather tight seal (you are solely responsible for sealing your plugs weather tight with electrical tape during your installation) on your plugs after your installation is complete and checking periodically if an issue arises such as absent lighting.

Checking your display daily.

Informing of outages and bulbs that need to be replaced, or damage done to your display after a storm.

Secure stakes and other minimal installation issues that might have been caused by weather.

The Maintenance Package does not include the following: installation, set-up and storage of your display, extension cords, maintenance on anything with animation or automated displays, bulb replacement or any costs associated to your display directly in ways of a repair to your display or the responsibility for your display if damage occurs due to weather related incident or vandalizing.

12. The minimum electrical cord size for any extension cord will be 12/2.
13. Each participant must submit two names and contact information of the persons to be contacted in case of electrical or other problems with their display on your application. The information provided must be phone numbers where we can reach participants outside of business hours and during personal time as needed.
15. Again, the 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, and you will be asked to remove your sign or display.

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 the public opening. 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 runs through January 1st.