

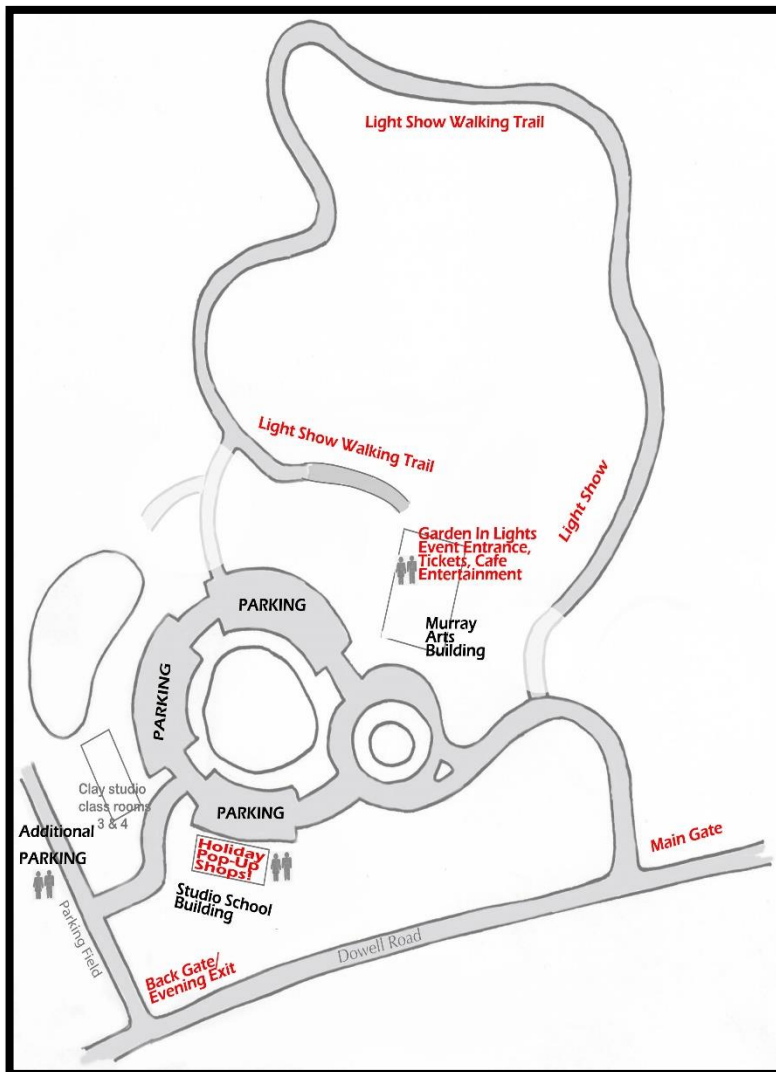
Holiday Pop-Up Shops -- Set-up, Event, and Tear-Down Information

Thank you for joining us! To help make this a great experience for you, our staff, and visitors, we have a few rules to follow. Please read below and let us know if you have any questions.

Annamarie Garden In Lights

Garden in Lights is a popular outdoor Holiday Light show attracting thousands of visitors each season. Winner of [Maryland Life Magazine's](#) Finest Holiday Tradition Award, *Annamarie Garden In Lights* is a magical tour that takes visitors on a beautiful trip through the glittering woods. The light show is set along the forest trail, behind the Murray Arts Building. Inside, the Murray Arts Building features art exhibits, entertainment, a holiday café, and a gift shop. Visitors enjoy themselves both indoors and outside among the lights. The event runs from the first week in December through New Year's Day, 6-9pm on most nights. The Murray Arts Building is the entrance to the event festivities and light show.

The Holiday Pop-up Shop booths are not located in the Murray Arts Building. They are located just across the parking lot, in our smaller Studio School building. This building features two empty rooms, each divided into 2 vendor spots. Vendor spots are set up with 2 tables each. Guests and visitors frequently walk by the Studio School building to and from the parking area. With some creative signage, you can easily grab their attention as they pass by.



SET-UP Instructions

Set up may occur only 1 hour before your shift. Daytime shifts are 12-4pm. Evening shifts are 5-9pm.

CHECK IN- Upon arrival, check in at the reception desk in the Murray Arts Building. An AMG staffer will unlock the building for you at that time.

PARKING- Park in the parking area in front of the Studio School. Do not pull down the driveway and park in the fire zones or on the driveway—not even for loading/unloading.

TRANSPORT- You may want to bring a dolly, cart, or wagon for easy transport of your supplies.

TABLES--You may arrange your tables however you choose. Our tables are paint-stained from art classes, so you will want to bring tablecloths for two 3' x 8' tables. Do not infringe on your neighbor's side of the room.

DISPLAY--You may hang items on the wall with thumb tacks, scotch tape, or removable command hooks. All hooks, pins, and tape must be removed by end of night. Feel free to bring your own racks, tables, shelves or other display items. Just remember, you only have 1 hour to set-up, so keep it simple!

SIGNAGE- You may hang signs on the doors, patio fence, or porch railings. All signage must be removed at end of night. AMG does not market individual pop-up shops. You are responsible for marketing your own pop-up event! Social media and email invitations are great ways to spread the word. The Murray Arts Building will have a sign in the galleries reminding visitors to visit the pop-up shops in the Studio School.

During the Event

ADMISSION--Visitors do not need to pay admission just to come to your pop-up shop. Visitors DO need to pay admission to see the light show or to visit the Murray Arts Building festivities. Admission stickers are available for \$6 in the Murray Arts Building, and this is where you should direct anyone asking where the light show starts.

FAMILY FRIENDLY ATMOSPHERE-- This event is family friendly. Your Pop-up shop should be too. Please keep all music, merchandise and conversation "Rated PG." Any offensive materials will be asked to be removed and any offensive behaviors will be asked to leave the event.

NO ALCOHOL, SMOKING/VAPING, or FIRE-- There is no alcohol permitted at this event. No smoking or vaping on the premises as well. No open flames of any kind, including candles, inside or outside of AMG.

NO PETS-- Pets are also not allowed at this event, except on Pet Night, January 1st.

NEED ASSISTANCE? Should you encounter any immediate issues or concerns during the event, you can reach the reception desk by dialing 410-326-4640.

RECRUIT FRIENDS! There are 4 vendor spaces in the Studio School. This means you will share the building with 3 other vendors. Recruit your vendor friends and throw a multi-shop party!

Tear-Down Instructions

EVENING VENDORS-- Breakdown should begin promptly at 9pm and needs to be completed by 10pm. Any evening vendors who have not finished cleanup by 10pm will be asked to leave and come back between 10-11am the next day to finish.

DAYTIME VENDORS—Breakdown should start promptly at 4pm and be completed by 5pm. You must be completely cleaned up by 5pm, as that is when the next round of vendors arrive.

TRASH REMOVAL --All vendors must take their trash with them.

GENERAL CLEAN-UP-- All vendors should leave the room exactly as it was found. Remove all signs, thumbtacks, tape, hooks, etc. Sweep any major debris from floor. There is a broom/dustpan in the small kitchenette if needed.

EXITING THE GARDEN--All vendors will need to exit out of the gate beside the Studio School, through the parking field to Dowell Road. We lock the front gates promptly at 9pm.

GARDEN IN LIGHTS 2016 SPECIAL THEMED NIGHTS

Choose the best night for your Holiday Pop-Up Shop! Only nights in **RED** are open to Pop-Up Shop Rentals.

DEC. 2 – Solomons Christmas Walk, 6-9pm

DEC. 3 – Holiday Maker's Market, 9 a.m.-2 p.m. (no pop-up shop rentals)
Solomons Christmas Walk, 6-9pm

DEC. 4 – Golf Cart Tours for handicapped guests, 6-9pm (Daytime pop-up rental options too)

DEC. 8 – Garden In Lights, 6-9pm

DEC. 9 – Scout Caroling Night & ROTC Night, 6-9pm
Wear your scout or ROTC uniform, badge, or pin and enjoy \$1 off admission!

DEC. 10 – Garden In Lights, 6-9pm (Daytime pop-up rental options too)

DEC. 11 – Santa Night, 6-9pm (Daytime pop-up rental options too)

DEC. 14 – First Responder Night, 6-9pm
Police, EMS, Fire & Hospital staff (with valid ID), FREE admission

DEC. 15 – Pajama Night, 6-9pm *Wear your PJs and enjoy \$1 off admission! (No pop-up Shop Rentals)*

DEC. 16 – Garden In Lights, 6-9pm

DEC. 17 – Garden In Lights, 6-9pm (Daytime pop-up rental options too)

DEC. 18 – Golf Cart Tours for handicapped guests, 6-9pm (Daytime pop-up rental options too)

DEC. 19 – Garden In Lights, 6-9pm

DEC. 20 – Superfan Night, 6-9pm *Wear your favorite team jersey and enjoy \$1 off admission!*

DEC. 21 – Military Night, 6-9pm
Veterans and active duty service members (with valid ID) plus 2 guests, FREE admission

DEC. 22 – Holiday Sweater Night, 6-9pm *Wear your favorite holiday sweater and enjoy \$1 off regular admission.*

DEC. 23 – Garden In Lights, 6-9pm

DEC. 26 – Garden In Lights, 6-9pm

DEC. 27 – Garden In Lights, 6-9pm

DEC. 28 – Military Night, 6-9pm *Veterans and active duty service members (with valid ID) plus 2 guests, FREE admission*

DEC. 29 – Educator Night, 6-9pm *Calvert & St. Mary's County teachers (with valid ID) plus 2 guests, FREE admission*

DEC. 30 – Garden In Lights, 6-9pm

DEC. 31 – Game Night, 6-9pm *Enjoy family games, popcorn; Play-n-Trade (Lusby) and High Tide Games (Lexington Park) will be here with interactive games.*

JAN. 1 – Pet Night, 6-9pm *Bring your well-behaved pet on a short leash, \$1 per pet*

QUESTIONS? Email programs@annmariegarden.org

Annamarie Sculpture Garden & Arts Center
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t. 410-326-4640 www.annmariegarden.org