**Home for the Holidays Gift Market**

**“*Humble Spring Market*”**

 **At the Humble Civic Center**

**May 21-22nd, 2021**

**Friday 4:00 PM – 8:00 PM & Saturday** **10:00 AM – 5:00 PM**

Thank you for applying to the “Humble Holiday Market” at the Humble Civic Center!

This is our 14th year promoting gift markets, we are the largest gift market in the Katy Area and one of the largest in Houston. We work diligently to bring in a great attendance for our vendors and want to thank you for working with us to pull off a successful event each year!

***We ask that you follow us on Facebook at “Humble Holiday Market”, post your pictures and share the event to help us get the word out! If you would like to be featured on our event page, send us pictures of your booth along with your name and a description. We love to give our customers a sneak peak of what to expect, we appreciate your participation!***

**Vendor Booth Information**

* We set up drapes at our market! For a corner booth you will have two draped walls, an in-line booth space will have all three walls draped.
* We will have a vendor break room with snacks and beverages available during the show.
* Electric will be $50. If your booth requires extra amps, please let us know. Tables may be rented at $10 each.
* Food Vendors- Vendors that are sampling food items will need to obtain a health permit with the city of Humble prior to the show to avoid late fees.

**Hours: Check-In and Set-Up**

* Check-in will be on Friday between 10:00 AM-3:00 PM. The show begins at 4:00 PM and goes to 8:00 PM on Friday. You will have 1-hour on Saturday morning to restock, there will not be time on Friday night to restock. Doors will open for vendors at 9:00 AM on Saturday morning. We will begin setting drapes at 8:00 am on Friday morning and may overlap a bit with your set up. If you need to come in at 8:00 am while we are doing drapes, please let us know and we can place your booth in a booth so we can work around you.
* We will have helpers to assist you if needed for load in and load out, they do work on tips! Please be sure to **bring your own dollies,** we do not supply them for vendor use.
* ***All booths need to be complete 1 hour before the show opens Friday evening.* There will be no set up allowed once the show doors are open, no exceptions.** No dollies are allowed in the building and no product/boxes are allowed in the aisles once the show doors are open.
* **If you are not checked in by 2:00 PM on Friday, your booth will be forfeited**. You may not set up on Saturday morning.

**Hours: Break Down**

* Break down will be on Saturday from 5:00 PM – 8:00 PM. Please do not break down your booth before the show is over while our customers are still shopping.

**Product Categories**

Be sure to list **ALL** of the items that you are intending to sell. It is important for us to know so that we can limit competition, we want our vendors to do their best!

**If you choose not to list an item and there happens to be a conflict with another vendor having the same product, you will be required to remove the item(s) from your booth.**

**Gift Certificates**

* In the weeks leading up the show, we will do contests for gift certificate giveaways on social media to get our customers involved.
* We do require that every vendor participates in donating a $20 gift certificate to be redeemed in your booth. There will be one gift certificate per 10 feet that is purchased. For example, if you have a 10x10 booth, it will be one gift certificate; if 10x20 booth, 2 gift certificates, and so on.
* We print these, all you need to do is accept the certificate from the customer when it is redeemed in your booth at the show.

**Cancellations**

It looks like we are on the tail end of covid so if you have any questions as to our cancellation policy, please call to discuss. If you need to cancel within 14 days of the show, we will apply your booth fee to another show IF we are not able to fill the booth. If you feel that participating is not a safe choice, or you are not sure where things will be closer to the show, call us to discuss how we are handling the changes. We work with everyone as we do not want to keep booth fees or randomly roll over. If the show is canceled by the venue, we absolutely will refund all fees.

**Confirmation**

We will always confirm your booth placement in any of our shows. If you have sent in an application and you have not received any form of confirmation from us, then you are not in the show. It is possible for mail to get lost. Please contact us before you come to a show with no payment processed and no confirmation from us.

**Your check-in letters will be posted to the website as well as being sent by email.**

**You will need to check the website one week prior to the show for updates.**

**We are very limited on time to answer calls and emails the closer we get to the show.**

***For Application Submission***

**If you need to mail your application or submit check for payment, please contact us for address.**

**Email to** **Homefortheholidaysgiftmarket@yahoo.com**

**Text us a picture of your completed application to (281) 788-4297**

If you have any questions, please feel free to email or call us and we will take the time to work with you.

Katelyn Bowles, 281-788-4297 or Email: Homefortheholidaysgiftmarket@yahoo.com

**“Humble Holiday Market”**

**May 21-22nd, 2021**

**Humble Civic Center**

Address: 8233 Will Clayton Pkwy, Humble, TX 77338

Set-up Hours: Friday 10:00 pm-3:00 pm

Show Hours: Friday 4:00-8:00 pm | Saturday 10:00-5:00 pm

Break Down: Saturday 5:01-8:00 pm

Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_ Zip\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facebook/Instagram Page\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Product Category and Description:** If you have **jewelry**, what % is it? \_\_\_\_\_\_\_\_\_\_\_.

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**Please select booth size – drapes and wifi are included in your booth fee**

 10 x 10 $275\_\_\_\_\_\_\_\_ 10 x 20 $500\_\_\_\_\_\_\_\_ 10 x 40 $950 \_\_\_\_\_\_

 10 x 15 $400\_\_\_\_\_\_\_\_ 10 x 30 $750 \_\_\_\_\_\_\_ Corner Requested \_\_\_\_\_\_\_\_\_

**Add-Ons**

Basic Electric (5 amps) $50: \_\_\_\_\_\_\_

20 amps $100\_\_\_\_\_\_\_

Tables $10 each: \_\_\_\_\_\_\_ Can also be requested at the show

Vendors are asked to donate one $20 gift certificate **per 10-foot booth rented**. We print these, you just redeem them in your booth when presented by a customer. \_\_\_\_\_\_\_\_(initial)

**Any booths not checked in by Friday 2:00 PM will be released**. \_\_\_\_\_\_\_\_\_\_\_\_\_ (initial)

Please note here if you need the extra 2 hours to come in while we are setting drapes at 8:00 am on Friday morning \_\_\_\_\_\_\_\_

**For Application Submission**

Mail your application to 2331 Strait Lane Houston, Texas 77084

Email to Homefortheholidaysgiftmarket@yahoo.com, or text a picture of your application to 281-788-4297

**\*Pictures of booth set up and products are required. You may submit pictures by email or text\***

**Please make checks payable to Home for the Holidays!** We accept credit cards & PayPal. If you do PayPal, please include the show name and booth you are paying for. You can find the link on the vendor page of our website or you can send **PayPal** to HomefortheHolidaysGiftmarket@yahoo.com

**This registration application requires 50% payment is required to reserve a booth. If you turn in without a deposit, it is allowed but will delay booth placement until deposit is received. Balance of booth fee is due April 15th, 2021**

Credit Card Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exp. Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3-digit Security Code\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Charge: $\_\_\_\_\_\_\_\_\_\_ (deposit or full payment) Please Charge balance of $\_\_\_\_\_\_\_\_ on (date)\_\_\_\_\_\_\_\_\_\_\_

Cardholder Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_