



Autumn Acres Check-In Letter

September 16th-17th

Gerald D. Young Facility | Robinson Pavilion

5825 Katy Hockley Cut Off Rd, Katy, TX 77493

Market Hours: Friday 10:00 – 6:00 pm | Saturday 10:00 – 6:00 pm

Set-up Hours: Thursday 10:00 - 5:00 pm

Break Down: Saturday 6:01 pm – 8:00 pm

IMPORTANT: We are transitioning over to a new vendor portal moving forward. If you have not already made a profile, please do so asap. This is where you will apply for markets, reserve your space off of the map, make your payments, and so on. We will be accepting current vendors to sign up for next year the week of the show. If you would like to keep your same space or move up, we highly suggest that you sign up at the show for next year!

Vendor Portal

Exhibitors may enter the show each day one hour prior to opening to the public.

Show Drape Color - Black

Check-In & Set-Up

We will have a table for check in set up inside the front of the building. You will get your packet at check in.

The loading docks are located on both sides of the building. Foyer booths may load in through the front. We will point you in the direction of the best area for you to load in at check-in. 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. Please finish unloading your product and move your vehicles before you start setting up.

All booths need to be complete 1-hour before the show opens. Check in is only on Thursday, there will be **no Friday morning check-in**. Booths that have not checked in will be released 1 hour before the show opens and will result in automatic loss of space assignment, and loss of all payment. 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.

When setting up your booth, please stay within your designated booth space. Please do not place displays, racks, etc. outside of your booth line. Vendors will not be allowed to "sell in the aisles", all selling should be conducted within your booth.

Staples, pins, nails, stickers, paint, masking tape and duct tape are not allowed on walls, floors, poles or drapes.

Electric and Tables

Electric needs to be purchased ahead of time, it cannot be added at the show. Electric can be added up to one week before the show. Tables will be brought to your booth when you check-in, please do not take tables without having reserved them.

Parking

We will have a designated area for trailer and vendor parking. We will direct you to this area at check in.

Lunches

We will have concessions and seating onsite for lunches, this will be located at the end of the arena.

Break Down

Everything must be out of the building by 8 pm!

Please do not break down your booth before the show is over while our customers are still shopping. No dollies are allowed on the floor while the show is still open, no exceptions. This is strictly prohibited, not only does it bring the show to an end early in the area which you are located, it interferes with other paying vendors and customers still shopping at the event. If this occurs, you will not be invited back to future events.

To ensure a smooth loading out process for everyone, please finish packing up your product before you pull your vehicle/trailer to the loading dock.

Gift Certificates

Each merchant is required to donate a \$20 gift certificate per 10x10 booth space. We use these as door prizes and to promote merchants on social media. We print these prior to the show, you do not need to print or turn in anything. All you need to do is redeem the gift certificate when it is turned in your booth towards the customer's purchase, no change is given for unused value. Please make sure your name is on the certificate before redeeming.

Food Vendors

All food vendors that are sampling their food items must register your temporary food permit at least one week prior to event. If you are not sampling, you do not need a health permit. You can register for your permit online at <https://publichealth.harriscountytexas.gov/Services-Programs/All-Services/Food-Permits/Events-and-Markets/Temporary-Event>



©2022 Home For The Holidays Gift Market | 2331 Strait Ln, Houston, Texas, United States of America, 77084

[Web Version](#)

[Preferences](#)

[Forward](#)

[Unsubscribe](#)

Powered by
GoDaddy Email Marketing®