



**Shop with me at**  
*Home for the Holidays*  
*Market of Katy*

**NOVEMBER 21-23RD**  
**KATY MERRELL CENTER**  
FRI. 9-5 PM | SAT. 9-5 PM | SUN. 11-4 PM  
[WWW.HOMEFORTHEHOLIDAYSGIFTMARKET.COM](http://WWW.HOMEFORTHEHOLIDAYSGIFTMARKET.COM)

## Home for the Holidays Gift Market - Check-In Letter

November 21-23, 2025

**Address:**

Katy Merrell Center  
6301 S Stadium Ln, Katy, TX 77494

### Hours:

Friday 9:00 am-5:00 pm | Saturday 9:00 am-5:00 pm | Sunday 11:00 am-4:00 pm

**Setup Hours:** Thursday 9:00 am-6:00 pm

*Must check in by 5 pm, no Friday morning check in!*

**Break Down:** Sunday 4:01 pm – 8:00 pm

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## Parking

We will have a designated area for trailer and vendor parking, **park all trailers and vendor vehicles at the back of the lot during show hours.**

We need to save the prime parking spaces for our customers. *The front lots will fill up, and we don't want customers to leave because they can't find parking!*

We will have signs directing you to this area.



**Vendor Portal**

The image above is for you to share on social media letting your customers know to come shop with you, be sure to tag us!

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

**Show Drape Color** - Red

### Check-In & Set-Up

Set up is from 9 am-6 pm on Thursday, you must be **checked in by 5 pm**.

There will be **no Friday morning check-in.**

Check-in is located at the back loading dock.

Tables are available to rent. If you have rented tables, please let us know at check-in and we will have someone take them to your booth. If you need to rent additional tables, you may add and pay for these at check-in. 6 foot tables are \$10, 8 foot tables are \$15, and chairs are \$5.

All booths need to be complete 1-hour before the show opens. Booths that have not checked in by 5 pm on Thursday will be released and will result in automatic loss of space assignment, and loss of all deposit. 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.

**Do not place displays, racks, etc. outside of your booth line. Due to heavy crowds, The Merrell Center building/fire marshall is *very strict on this rule* and will require you to move your displays if they are in the aisle.**

### **Loading In**

Loading docks are located at the back of the building, this is where you will check-in. We will have helpers to assist you if needed for load in and load out, **they work on tips**, this is not a complimentary service. Please be sure to bring your own dollies, we do not supply them for vendor use.

We are not allowed to use the doors on the side of the building for load-in. Foyer booths and 2nd-level booths may utilize the front entry doors. There are 2 elevators available at the front for 2nd level load-in.

### **Booth Appearance**

We will be setting up RED drapes behind and between vendor booths. Half booths may not have drapes depending on location.

This is a holiday shopping market, please decorate your booth accordingly! This could be a few trees, garland or lights to accent your booth. Tablecloths are required and should be floor length, do not leave boxes/storage showing under your tables. Decorative tables do not require tablecloths.

### **Market Map**

You can view your booth location on the map prior to the show on our vendor portal. We reserve the right to make slight adjustments due to product separation, sizing, electric needs, etc. Please log back in before the show to confirm location.

### **Vendor Badges**

Please make sure to pick up your vendor badges at check in, you will need to wear these for entry into the market each day. This venue is very strict on entry.

ALL vendors and helpers must enter the show through the back loading dock during market days. If you park at the front and try to come in through the entrance, you will be required to move and enter through the loading dock. Additional items may be brought in the morning before the show opens, but **MUST** be brought in through the dock.

### **Lunches**

The Merrell Center will be serving concessions on the 2nd level in the lunchroom. There will be seating available in this area as well.

### **Break Down**

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. 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 booth is required to participate in our \$20 gift certificate drawings for customers at every market.

These are printed prior to the show and used for online giveaways, door prizes, etc. No change is given for unused value. We do not reimburse gift certificates, you do not need to turn these into us.

The number of gift certificates donated is as follows:

- Table Space, 10x10 & 10x15 Booths: 1 Certificate
- 10x20 Booths: 2 Certificates
- 10x30 & Up: 3 Certificates

### **Food Vendors**

Vendors that are sampling food items will need to obtain a health permit at least 10 days prior to the show to avoid late fees. You can apply for a health permit here: <https://fsp.hcphtx.org/tempevent/ops/new?kiosk=>

Cottage Bakers do not need a permit.

***We look forward to seeing you all and hope everyone has a blessed show!***  
***Stacie, Katelyn, Quincy, Rob, Noah, Kaden***



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