check in letter

Home for the Holidays Gift Market of Humble | Dec 4-5th

HOURS & ADDRESS

Address:
Humble Civic Center
8233 Will Clayton Pkwy, Humble, TX 77338

General Admission Hours:
Friday 9 am-5 pm | Saturday 9 am-5 pm

Set-up Hours:
Thursday 10-7 pm
Check-in by 6 pm

Break Down: Saturday 5-9 pm

CHECK IN & LOADING

- Check-in table located at the back loading dock.
- No check-in allowed on Friday morning!

LOADING IN/OUT

- The loading dock is at the back of the building. The building does not allow dollies or carts through the front glass doors.
- Additional items may be brought in the morning before the show opens, but MUST be brought in through the dock.
- We will have helpers to assist you if needed for load in and load out, they work on tips! Please be sure to bring your own dollies, we do not supply them for vendor use.
- Booths that have not checked in by 6 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.

PARKING (MAP ATTACHED)

Trailer and vendor parking is at the back side of the loading dock, please enter through the dock each day before the show. The front lots are reserved for customer parking and entry.

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

Tables and chairs
6 ft tables are available to rent at check in for $10. If you have rented tables, please let us know at check-in and we will have someone take them to your booth.

Electric
Electric needs to be purchased ahead of time. Electric may not be available to add at the show, and will incur an additional $50 late fee. Please bring your own extension cord or power strip, we do not supply these.

Wifi
The venue has a free public wifi. We recommend that vendors bring their own personal hotspot for uninterrupted connectivity as a backup.

Booth Setup
All booths need to be complete 1-hour before the show opens.
When setting up your booth, please stay within your designated booth space. **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.

Booth Appearance
We will be setting up 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.

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.

Lunches
We will have food trucks outside of the main ticket entrance to serve lunch.

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 in to 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
All food vendors that are sampling their food items must register your temporary food permit at least 7 days prior to the event. If you are not sampling, you do not need a health permit. You can register for your permit online here:
https://fsp.hcphtx.org/tempevent/ops/new?kiosk=
Cottage Bakers do not need a permit

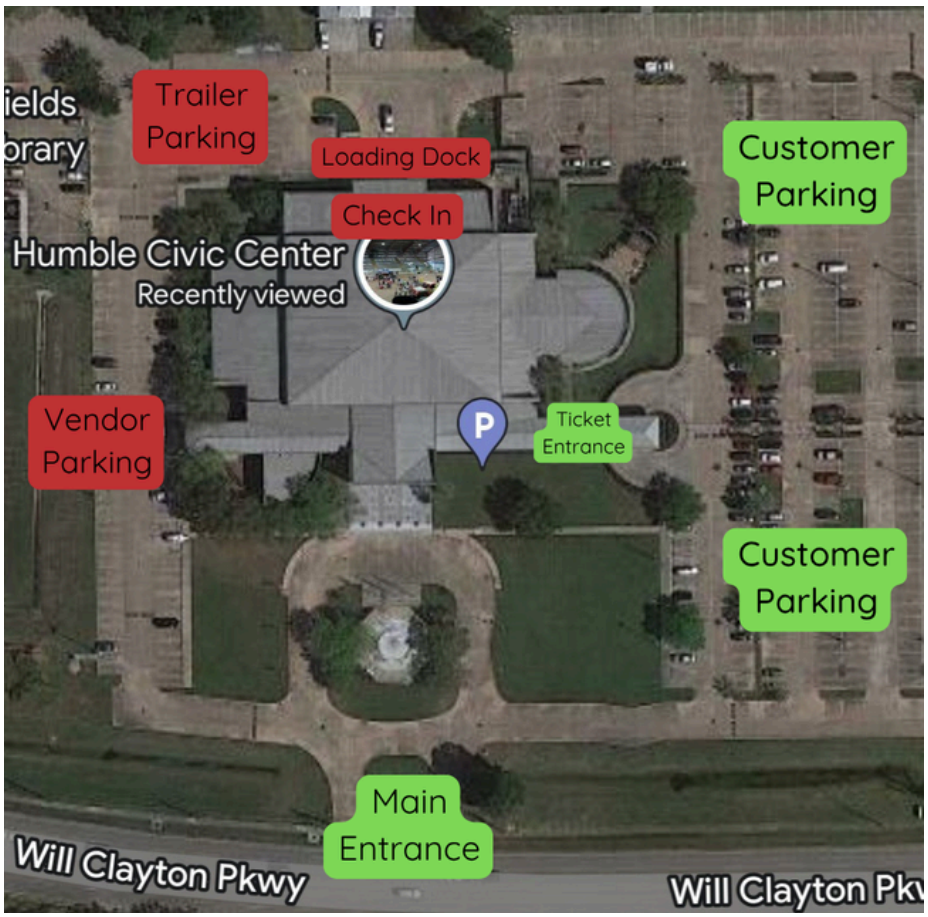
We look forward to seeing you all and hope everyone has a fantastic show!
-Stacie, Katelyn, Quincy, Noah, Kaden, Ellie

Home for the Holidays

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PARKING MAP





SOCIAL MEDIA SHARE