



Hollydays Market of New Braunfels - Check-In Letter

October 17-19th, 2025

Address:

New Braunfels Convention Center 375 S Castell Ave, New Braunfels, TX 78130

Market Hours:

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

Set-up Hours: Thursday 9:00 am-7:00 pm Must check in by 6:00 pm on

Thursday!

Break Down: Sunday 4:01 pm - 8:00 pm

Parking

Parking gets very tight at this venue and we need as many spaces available for our customers to make sure they can come shop with you! If you are able, please leave your trailers at home or at your hotel during the event.



Vendor parking during the show is available down Hill Ave. NO trailers or vendor vehicles are allowed in the customer lots, NO EXCEPTIONS! Please see the map for parking.

Vendor Portal

Show Drape Color - Red

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

Check-In & Set-Up

We will have our check-in table located at the back loading dock.

Set up hours are Thursday 10:00 am-7:00 pm. No check-in is allowed on Friday morning! Booths that have not checked in by 6:00 pm on Thursday night will be released and will result in automatic loss of space assignment, and loss of all

deposit.

All booths need to be complete 1-hour before the show opens. 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.

Tables and chairs are available to use at the venue.

Loading In/Out

This is one venue where the loading space is tight, and we need everyone to unload and move as quickly as possible. The main loading dock is located at the back of the building. There is a road running along the back of the building with a few other doors to load into. You may park down this back road, park along the street, or at the dock to unload. Because space is tight, we ask that you please move your vehicles immediately after unloading so that other vendors may load in. No dollies are allowed through the glass doors. 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.

Vendors in the courtyard/garden rooms may also load directly in through the courtyard side gate or street.

Booth Appearance

We will be setting up RED drapes behind and between vendor booths. 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 for plastic tables and should be floor length, do not leave boxes/storage showing under your tables. Decorative tables do not require tablecloths.

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. 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 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

Health Permits:

Vendors who are selling or sampling must apply for a health permit at least 5 days prior to the market. Here is the direct link to apply:

https://app.smartsheet.com/b/form/cbf6d0d9e45d4bf58b436f4041e5876a *Does not apply to Cottage Bakers*

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.

We look forward to a great show with everyone! Stacie, Katelyn, Quincy, Rob, Noah, Kaden







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