



check in letter

Home for the Holidays Gift Market of Katy | Nov 20-22nd

HOURS & ADDRESS

Address:

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

General Admission Hours:

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

Set-up Hours:

Thursday 9-6 pm
Check-in by 5 pm

Break Down: Sunday 4 pm-8 pm

CHECK IN & LOADING

- Check-in table located at the back loading dock.
- No check-in allowed on Friday morning!
- **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.
- **LOADING IN/OUT**
 - 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.
 - 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 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.

PARKING (MAP ATTACHED)

We will have a designated area for trailer and vendor parking, **park all trailers and vendor vehicles in LOTS C/D** 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.

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

Tables and chairs

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.

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.

Concessions

Lunch will be available to purchase at concessions on the 2nd level.

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. Due to heavy crowds, The Merrell Center building/fire marshal is very strict on this rule and will require you to move your displays if they are in the aisle.** 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 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.

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 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

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=CottageBakers>
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



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PARKING MAP



Shop with me at
Home for the Holidays
Market of Katy

NOVEMBER 20-22ND
KATY MERRELL CENTER
FRI. 9-5 PM | SAT. 9-5 PM | SUN. 11-4 PM

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