



check in letter

Hollydays Market of Plano | October 16-18, 2026

HOURS & ADDRESS

Address:

Plano Event Center
2000 E Spring Creek Pkwy, Plano, TX 75074

General Admission Hours:

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

Set-up Hours:

Thursday 9-7 pm
Check-in by 6 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!

LOADING IN/OUT

- There are two main loading areas where you can load into at the back of the building. We can also use the side/front doors for foyer/hallway booths to load in.
- 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)

We will have a designated area for trailer and vendor parking by the watertower. We will post signs directing you to the lot. Please park in the lot indicated in the photo below for all market days/hours. We need to save prime parking for customers, no trailers or vendor vehicles are allowed to park in the front customer lots.

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

Tables and chairs

Tables are available to rent, 6 ft. are \$10, 8 ft. are \$15. If you have not reserved them ahead of time, you may add them at check-in.

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, we do not supply these.

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 in the front hallway.

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 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 who are selling or sampling must apply for a health permit at least 5 days prior to the market. Link located on Participating Vendors page of website. Here is the direct link to apply: <https://app.smartsheet.com/b/form/cbf6d0d9e45d4bf58b436f4041e5876a>
Does not apply to Cottage Bakers

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
*Hollydays
Market of Plano*

OCTOBER 16-18TH
PLANO EVENT CENTER
FRI. 9-5 PM | SAT. 9-5 PM | SUN. 11-4PM

WWW.HOMEFORTHEHOLIDAYSGIFTMARKET.COM

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