



Hollydays Market of Plano - Check-In Letter

October 10-12, 2025

Address:

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

Show 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

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

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!

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

Show Drape Color - Red

Check-In

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

Set up hours are Thursday 9:00 am - 7:00 pm. You must check in by 6 pm on Thursday!

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 setup 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.

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.

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 do work on tips! Loaders will have dollies to assist you. Please be sure to bring your own dollies, we do not supply them for vendors without the use of loaders.

Parking

We will have a designated area for trailer and vendor parking. 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.

Electric is available to purchase. We cannot add this last minute before a show. If your booth requires extra amps, please let us know. If you have reserved electric, we will have an extension running to your booth or a box nearby to plug directly into.

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.

Concessions

Lunch will be available to purchase at concessions in the front hallway.

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. Vendors found to be packing up early may forfeit future show participation.

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. Vendors that fail to obtain a permit before the event may be forced to stop sampling by health inspectors. You can apply for a health permit here: <https://www.plano.gov/346/Temporary-Food-Events>

Cottage Bakers do not need a permit.

We look forward to meeting you all and hope everyone has a fantastic show!

Stacie, Katelyn, Quincy, Rob, Noah, Kaden



©2025 Home For The Holidays Gift Market | 2331 Strait Ln, Houston, Texas, United States of America, 77084

Web Version

Forward

Unsubscribe

Powered by
GoDaddy Email Marketing ®