



Shop with me at

*Home for the Holidays  
Gift Market*

DECEMBER 2-3RD  
HUMBLE CIVIC CENTER  
FRI. 10 AM- 6 PM | SAT. 10 AM-6 PM  
[WWW.HOMEFORTHEHOLIDAYSGIFTMARKET.COM](http://WWW.HOMEFORTHEHOLIDAYSGIFTMARKET.COM)

**Home for the Holidays Gift Market of  
Humble - Check-In Letter**

December 2-3rd, 2022

**Address:**

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

### **General Admission Hours:**

Friday 10:00 am-6:00 pm | Saturday 10:00 am-6:00 pm

**Set-up Hours:** Thursday 12:00 pm-8:00 pm

**Break Down:** Saturday 6:01pm-9:00 pm

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IMPORTANT: We are transitioning over to a new vendor portal moving forward. If you have not already made a profile, please do so asap. This is where you will apply for markets, reserve your space off of the map, make your payments, and so on. We will be accepting current vendors to sign up for next year the week of the show. If you would like to keep your same space or move up, we highly suggest that you sign up at the show for next year!

[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.*

### **Check-In & Set-Up**

You must check in during the designated time frame on Thursday. There will be no Friday morning check-in.

We will have check-in setup at the loading dock at the back of the building. Loading with dollies/carts may only be done through the loading dock or the double doors at the front of the building. **The building has told us we are not allowed to use the side doors at the front.** We will have helpers to assist you if needed for load in and load out, **they work on tips**, this is not a complimentary service. Please be sure to bring your own dollies, we do not supply them for vendor use. Please finish unloading your product and move your vehicles before you start setting up.

6 Foot Tables are available to rent, they are \$10 each. If you have not reserved them ahead of time, you may add them at check in.

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

not checked in by 7 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.

We will be setting up drapes behind and between vendor booths. Booths in the garden room along the windows, and booths in the foyer will not have drapes.

### **Booth Appearance**

This is a holiday shopping market, please decorate your booth accordingly! This could be a few trees, garland or lights to accent your booth.

### **Parking**

**Please park all trailers and vendor vehicles on the LEFT side of the building.** The right side of the building is our front entrance and this parking is for customers.

### **Lunches**

We will have food trucks serving lunches right out front of the entrance in the roundabout.

### **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 merchant is required to donate a \$20 gift certificate per 10x10 booth space. We use these as door prizes and to promote merchants on social media. We print these prior to the show, you do not need to print or turn in anything. All you need to do is redeem the gift certificate when it is turned in your booth towards the customer's purchase, no change is given for unused value. Please make sure your name is on the certificate before redeeming.

### **Food Vendors**

Vendors that are sampling food items will need to obtain a health permit 14 days prior to the show to avoid late fees.

<https://fsp.hcphtx.org/tempevent/ops/new?kiosk=>

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

***Stacie, Katelyn, Quincy, Duncan, Lori, and Tammy***



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