



Shop with me at

*Home for the Holidays
Gift Market*

NOVEMBER 18-20TH

KATY MERRELL CENTER

FRI. 10-6 PM | SAT. 10-6 PM | SUN. 11-4 PM

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Home for the Holidays Gift Market - Check-In Letter

November 18th-20th, 2022

Address:

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

General Admission Hours:

First Call Shopping Hours: Friday 10:00 am-2:00 pm

General Admission Hours: Friday 2:00 pm-6:00 pm | Saturday 10:00 am-6:00 pm | Sunday 11:00 am-4:00 pm

Set-up Hours: Thursday 10:00 am-6:00 pm

Break Down: Sunday 4:01 pm – 8:00 pm

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](#)

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

Show Drape Color - Red

Check-In & Set-Up

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

Loading docks are located at the back of the building, this is where you will check in. 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.

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.

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

When setting up your booth, please stay within your designated booth space.

Please do not place displays, racks, etc. outside of your booth line. The Merrell Center building is *very strict on this rule* and will require you to move your displays if they are in the aisle.

Market Decorations

We will be decorating the market with garland and lights! Corners and outside perimeter booths will have a pole with garland across the top front. Show decorations CANNOT be taken down or moved! If this is an issue, let us know and we will place you in a booth that will not be decorated, we cannot relocate your booth during setup

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

We will have a designated area for trailer and vendor parking, please **park all trailers and vendor vehicles at the back of the lot during show hours**. We need to save the prime parking spaces for our customers. We will have signs directing you to this area.

Lunches

The Merrell Center will be serving concessions on the 2nd level in the lunchroom. There will be seating available in this area as well.

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.

Hotel Accommodations

We have Vendor group blocks set up at the SpringHill Suites.

SpringHill Suites Houston I-10 West \$70 - \$80

Book your group rate here: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1654637648023&key=GRP&app=resvlink>

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

Stacie, Katelyn, Quincy, Duncan and Lori



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