

# Home for the Holidays Gift Market

## November 18<sup>th</sup>-20<sup>th</sup>, 2022 | Katy Merrell Center

*We ask that you follow us on Facebook and Instagram at "Home for the Holidays Gift Market", post your pictures and share the event to help us get the word out! If you would like to be featured on our event page, send us pictures of your booth along with your name and a description. We love to give our customers a sneak peak of what to expect, we appreciate your participation!*

### Vendor Booth Information

- We set up drapes at our market! For a corner booth you will have two draped walls, an in-line booth space will have all three walls draped. Red drapes will be set up.
- **NEW AT OUR MARKETS** - 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.
- *Electric* will be available to purchase. Please mark on your application if you will need electric, normally we cannot add this last minute before a show. If your booth requires extra amps, please let us know. Tables and chairs are available to rent at most markets.
- *Food Vendors* - Vendors that are sampling food items will need to obtain a health permit prior to the show to avoid late fees. You can apply for a health permit at the health department website for each county.

### Check-In, Set-Up & Break Down

- You must check in during the designated time frame on Thursday. There will be no Friday morning check-in.
- **All booths need to be complete 1-hour before the show opens.** If we do not hear from you one-hour before set-up time ends, we will make arrangements to fill your space. This 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 have helpers to assist you if needed for load in and load out, they do work on tips! Please be sure to **bring your own dollies**, we do not supply them for vendor use.
- When setting up your booth, please **stay within your designated booth space.** Please do not place displays, racks, etc. outside of your booth line. Exhibitors will not be allowed to stand in the aisles, or walk the aisles handing out literature. **All selling should be conducted within your booth**, we do not allow pulling customers from other booths or shouting at customers as they walk by in the aisle.
- 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.

### Door Prizes & Gift Certificates

- Each merchant is required to donate a **\$20 gift certificate per 10x10 booth space** as a door prize. These are printed prior to the show and used for online giveaways to promote all merchants.

### Product Categories

Be sure to list **ALL** of the items that you are intending to sell. It is important for us to know so that we can limit competition, we want our vendors to do their best!

**If you choose not to list an item and there happens to be a conflict with another vendor having the same product, you will be required to remove the item(s) from your booth.**

Vendors may not transfer or sublease the booth to another vendor or share assigned space with a vendor unless it is approved.

### Cancellations

**Deposits are non-refundable.** If you submit a cancellation 90 days out from the show, we will apply your booth fee to another market with no fees, or you may request a refund minus a \$100 admin fee. Under 90 days, we will apply your booth fee to another show less \$100 admin fee, no refunds will be given. Under 30 days, rollover is at our discretion.

### Confirmation

We will always confirm your booth placement in any of our shows. If you have sent in an application and you have not received any form of confirmation from us, then we have not processed your application yet. Please contact us before you come to a show with no payment processed and no confirmation from us.

**Check-in letters will be posted to the website as well as being sent by email. You will need to check the website one week prior to the show for updates. We are very limited on time to answer calls and emails the closer we get to the show.**

### For Application Submission

**Booth & Product Photos** - Please submit photos of products along with booth set-ups. Application will not be processed without pictures.

If you need to mail your application or submit check for payment, please contact us for address.

**Email to [Homefortheholidaysgiftmarket@yahoo.com](mailto:Homefortheholidaysgiftmarket@yahoo.com)**

If you have any questions, please feel free to contact us and we will take the time to work with you. Stacie Henry, Katelyn Pennington, Quincy Pennington, Duncan Klimionok, and Lori Klimionok

# “Home for the Holidays Gift Market”

November 18<sup>th</sup>-20<sup>th</sup>, 2022

**Katy Merrell Center**

Address: 6301 S Stadium Ln, Katy, TX 77494

Set-up Hours: Thursday 9:00 am-6:00 pm

Show Hours: Friday 10:00 am-6:00 pm | Saturday 10:00-6:00 pm | Sunday 11:00 am-4:00 pm

Break Down: Sunday 4:01-8:00 pm

Company Name \_\_\_\_\_

Contact \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email (please print legibly) \_\_\_\_\_

Website \_\_\_\_\_

Facebook/Instagram Page \_\_\_\_\_

**Product Category and Description: (please list all items intended to be sold)**

\_\_\_\_\_

**Please select booth size - drapes are included in your booth fee**

10 x 10 - \$650 \_\_\_\_

10 x 15 - \$950 \_\_\_\_

10 x 20 - \$1,200 \_\_\_\_

10 x 30 - \$1,700 \_\_\_\_

*Prime Foyer* 20 x 20 - \$2,500 \_\_\_\_

*Second Level* 10 x 10 - \$550 \_\_\_\_\_

*Second Level* 6 x 15 Corner - \$550 \_\_\_\_\_

**Add-Ons**

Corner \$50 \_\_\_\_\_ 6 Foot Table \$10 \_\_\_\_\_

Basic Electric \$50 \_\_\_\_\_ 8 Foot Table \$10 \_\_\_\_\_

20 Amps \$100 \_\_\_\_\_

**This registration application requires a non-refundable deposit to reserve a booth.**

**Deposit is \$100 per 10x10 space.**

**Once we approve your application, you will receive an automated invoice to your email.**

**Booth placement is assigned as applications are received; booth space will not be assigned without a deposit.**

**Booth balances will be due 90 days before each market.**

***\*Please submit photos of products along with booth set-ups. Application will not be processed without pictures \****

Signature \_\_\_\_\_ Date \_\_\_\_\_