



Shop with me at

*Hollydays Market
of Rosenberg*

DECEMBER 2-4TH

FT. BEND COUNTY FAIRGROUNDS

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

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**Hollydays Market of Rosenberg -
Check-In Letter**

December 2-4th, 2022

Address:

Fort Bend County Fairgrounds
4310 TX-36 S, Rosenberg, TX 77471

General Admission Hours:

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

Set-up Hours: Thursday 10:00 am-8:00 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

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 front of Building C.

Loading doors are at the front and back of each building. 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 complimentary to use at this market, there are tables available in each building. Feel free to grab what you need.

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.

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 inside the gate very close to the buildings. **Park all trailers inside of the gate past our designated markers. We will have customers walking near this area and need all vehicles at a distance.** DO NOT park at the front outside of the gate in our prime customer parking. Because customers will be walking nearby, the gate will be closed about 15 minutes before the show opens.

Lunches

We will have food trucks serving lunches in between buildings C and D.

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 prior to the show to avoid late fees.

<https://rosenbergtx.gov/DocumentCenter/View/149/Temporary-Food-Permit-Applicant-Information-Packet-PDF>

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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