



Hollydays Market of Waco - Check-In Letter

September 23-25th, 2022

Address:

Waco Convention Center - Chisholm Hall
100 Washington Ave, Waco, TX 76701

General Admission Hours:

Preview Night Shopping Hours: Friday 4:00 pm-8:00 pm
General Admission Hours: Saturday 10:00 am-6:00 pm | Sunday 11:00 am-5:00 pm

Set-up Hours: Thursday 10:00 am-7:00 pm | Friday 8:00 am-2:00 pm
McLennan Hall Setup: Friday only from 8 am-2 pm

Break Down: Sunday 5:01 pm – 9:00 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 by 1 pm on Friday!

Loading docks are located at the back of the building. 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. 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.

All booths need to be complete 1-hour before the show opens. Booths that have not checked in will be released 1 hour before the show opens 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.

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, we will direct you to this area at check-in.

Lunches

The convention center will be serving concessions from the bars located in each room. Lunch seating will be located in McLennan Hall.

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 Hilton and the Courtyard, and your group reservation links are ready to use: Both are within walking distance.

Hilton \$159 and you can walk through to the convention center! -

<https://www.hilton.com/en/attend-my-event/actwhhf-h4h-7c8c437b-1fa0-4b80-a5ce-49f67e7deff8/>

Courtyard \$129 and it's across the street so you can walk back and forth -

<https://www.marriott.com/event-reservations/reservation-link.mi?id=1656596007293&key=GRP&app=resvlink>

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

show!

Stacie, Katelyn, Quincy, Duncan and Lori



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