



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

December 6-7th, 2025

**Address:**

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

**General Admission Hours:**

Saturday 9:00 am-5:00 pm | Sunday 11:00 am-4:00 pm

**Set-up Hours:** Friday 12 pm-7 pm | Must check in by 6 pm on Friday!

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

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**Participating Vendors Page**

**Check-In & Set-Up**

Set up hours are Friday 12 pm-7 pm

Booths that have not checked in by 6 pm on Friday will be released and filled.

There will be no setup 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 a table for check-in set up at the back loading dock.

The loading dock is at the back of the building. ***The building does not allow us to load in through the front glass doors.***

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.

**Booth Set-Up**

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.

Staples, pins, nails, stickers, paint, masking tape and duct tape are not allowed on walls, floors, windows, posts or drapes.

Tables are available to rent, we will have guys that will take them to your booth when you check in.

**Booth Appearance**

We will be setting up drapes behind and between vendor booths. Half booths may not have drapes depending on location. The window room will not

have drapes along the window wall.

This is a holiday shopping market, please decorate your booth accordingly! This could be a few trees, garland or lights to accent your booth. Tablecloths are required and should be floor length, do not leave boxes/storage showing under your tables. Decorative tables do not require tablecloths.

### Market Map

You can view your booth location on the map prior to the show on our vendor portal. We reserve the right to make slight adjustments due to product separation, sizing, electric needs, etc. Please log back in before the show to confirm location.

### Parking

Please park trailers and your vehicles on the **left side of the building** during the show. The right side of the building is where customers will be entering, so we need to save the right parking lot for customers.



### Lunches

We will have food trucks outside of the main ticket entrance to serve lunch.

### 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. 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 booth is required to participate in our \$20 gift certificate drawings for customers at every market.

These are printed prior to the show and used for online giveaways, door prizes, etc. No change is given for unused value. We do not reimburse gift certificates, you do not need to turn these into us.

The number of gift certificates donated is as follows:

- Table Space, 10x10 & 10x15 Booths: 1 Certificate
- 10x20 Booths: 2 Certificates
- 10x30 & Up: 3 Certificates

### **Food Vendors**

All food vendors that are sampling their food items must register your temporary food permit at least 7 days prior to the event. If you are not sampling, you do not need a health permit. You can register for your permit online here:

<https://fsp.hcph.tx.gov/tempevent/ops/new?kiosk=>

*Cottage Bakers do not need a permit*

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

***Stacie, Katelyn, Quincy, Rob, Noah, Kaden***



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