



# Hollydays Market of New Braunfels - Check-In Letter

September 30-October 2nd, 2022

**Address:**

New Braunfels Convention Center  
375 S Castell Ave, New Braunfels, TX 78130

**General Admission Hours:**

First Call Shopping Hours: Friday 10:00 am-2:00 pm  
General Admission Hours: Friday 2:00 pm-8:00 pm | Saturday 10:00 am-6:00 pm | Sunday 10:00 am-5:00 pm

**Set-up Hours:** Thursday 9:00 am-8:00 pm (No Friday morning check-in.)

**Break Down:** Sunday 5:01 pm – 9:00 pm

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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**

We will have our check-in table located at the market entrance in the foyer.

You must check in by 7 pm on Thursday!

All booths need to be complete 1-hour before the show opens. Booths that have not checked in by 7 pm on Thursday night 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.

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.

#### **Loading In/Out**

This is one venue where the loading space is tight and can be a little tricky. The main loading dock is located at the back of the building. There is a road running along the back of the building with a few other doors to load into. *You may park down this back road, park along the street, or at the dock to unload.* Because space is tight, we ask that you **please move your vehicles immediately after unloading so that other vendors may load in.** We cannot load in through the front 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.

#### **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.

### **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 a room block set up with Hilton Garden Inn 7 minutes away.

*We also highly recommend looking on Priceline for great deals!!*

<https://www.hilton.com/en/book/reservation/deeplink/?ctyhocn=SATNWGI&groupCode=H4H&arrivaldate=2022-09-28&departuredate=2022-10-03&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT>

Hotel: Hilton Garden Inn New Braunfels  
Group Name: Home 4 the Holidays Gift Market  
Arrival Date: Sept 28, 2022  
Departure Date: Oct 3, 2022

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

***Stacie, Katelyn, Quincy, Duncan and Lori***



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