

Christmas Vendor Information

****New/Updated 2018****

9th Annual - A Katy Old Fashioned Christmas Festival

Saturday - December 1st, 2018 from 10 AM to 5 PM

RAIN OR SHINE EVENT

SET-UP & TEAR-DOWN/PARKING:

Set up start: 7:30 AM. No vehicles allowed in after 9:30am!

Please DO NOT start setting up booth until vehicle is moved/parked.

Pull up as close as possible & parallel park vehicle next to booth → unload tent/tables/merchandise first → IMMEDIATELY MOVE VEHICLE to parking lot for duration of festival (residential parking – see map) → then come back to set-up booth. We will ask you to move your vehicle once unloaded.

*Please, if able, help others ahead of you unload their vehicles so we can keep traffic moving.

No Parking at Banks

Please DO NOT start setting up booth until booth space confirmed/checked-in by volunteer. We have had previous issues with people setting up in wrong space. Volunteers will be in green Katy Market Day t-shirts with red writing.

CHANGE FROM PREVIOUS YEARS – BOOTH LOCATIONS:

NOT all booth spaces are set up in the middle of the street this year due to reconstruction of streets downtown. Please recheck final map in your email closer to event to see that some booths are back-to-back in middle of street facing out, but others are on outside of streets facing inwards!

Set up to be completed by 9:30 AM! Event opens at 10am and Snow Park at 11:00 AM. Beer garden open ALL DAY!

Event lasts until 5pm.

Absolutely no early closing or tearing down! Street access will begin at 5:15PM due to safety concerns of patrons exiting event. No exceptions. You will not be allowed back to future events if you do not follow this rule.

Vendor commits to manning their booth until 5pm except in case of inclement weather.

ELECTRICITY/WI-FI:

There is NO electricity or WIFI available – sorry! Please bring battery-operated lights to light/showcase your booth once the sun goes down. We also HIGHLY recommend bringing power banks (mobile chargers) for your devices – especially if you run debit/credit cards on your cell phones.

RESTROOMS & TRASH

Restroom & Trash locations are indicated on the map!

All vendors will receive 1 large trash bag – please use for booth trash. **MUST dispose of trash in dumpsters only!** Please try not to throw away trash in card-board boxes on the streets – these are for shoppers only and get full quickly.

MISCELLANEOUS INFO:

Bring weights to hold your canopy as it may be windy...

Please bring canned goods for the food bank – drop off TBA closer to event.

ONLY QUIET GENERATORS ALLOWED!

Booth dimensions are 10' x 15'.

Any questions/concerns find a volunteer in a Green t-shirt that says Katy Market Day in red or go to the Volunteer Check-In station at Harvest Plaza. Volunteer location indicated on map.

Vendors ARE NOT ALLOWED to sell water at booth.

We are expecting 8,000 – 10,000 people to attend this event – please make sure you have enough CHANGE for cash transactions and INVENTORY to sell! There are 2 ATMs downtown across the street from the festival location.

Thank you all for joining us! Have a wonderful show and Merry Christmas!

Please like & share this event on our Facebook page!
www.facebook.com/katymarketday

www.katymarketday.com
281-391-1993

****No-Call-No-Show Policy****

Please notify us of a cancellation as soon as possible prior to event - as we have a long wait list. If you do not notify us, you will not be invited back to future Markets.

Thanks

DISCLAIMER

Katy Market Day and the downtown merchants will not be held responsible for loss, theft, injury or personal property damage during the event. All vendors will be responsible for their own property and provide their own set up equipment such as tables, canopies, chairs etc.