

VERY IMPORTANT CHRISTMAS VENDOR INFORMATION

****NEW/Updated 2019****

10th Annual - A Katy Old Fashioned Christmas Festival

Saturday - December 7th, 2019 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 yellow Katy Market Day t-shirts with red writing.

MAJOR CHANGE FROM LAST YEAR:

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 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 10:00 AM. Beer garden & petting zoo 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. Please bring battery operated lights to light 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 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 garbage cans 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 at Harvest Plaza.

ONLY QUIET GENERATORS ALLOWED!

Booth dimensions are 10' x 12'.

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

Vendors CAN NOT 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 enough INVENTORY. There are 2 ATMs downtown across the street from the festival location.

NO SMOKING at vendor booths: there are designated smoking areas by Hippy Princess & Serene Bean

SOCIAL MEDIA MARKETING:

- Please "like" and "share" our Facebook event on our Facebook page!
www.facebook.com/katymarketday
- "Check-In" to our Event on Facebook day of event - all of your customers will know where you're located!
- Post to our page in "Visitors Post" section with pictures of your booth set up & we can share to our page with *over 14k likes*.
- Use our hashtag **#katyoldfashionedchristmasfestival** on Facebook & Instagram when posting any pictures of the event - we'd love to see them all!
- We'd love to hear from you! Please make sure to write a review on our Facebook page after the event.

*****VENDOR NO-SHOW POLICY - STRICTLY ENFORCED*****

If vendor does not show up for event without notice, that vendor will not be allowed back at ANY future Katy Market Day Events. You must notify us! We have over 100 people on waitlist for this event & we will fill any vacant spot.

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

www.katymarketday.com
281-391-1993

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.

Your space has been reserved in your name - Katy Market Day reserves the right to make last minute changes in space location due to unforeseen circumstances out of our control. (ex: parked vehicles, construction, etc.)