

## **VERY IMPORTANT VENDOR INFORMATION**

### ***Katy Old Fashioned Christmas Festival***

December 5<sup>th</sup>, 2020 10am - 5pm

We like to keep things as simple as possible. The following is for everyone's safety, courtesy to the shops in the Historic Downtown Katy area, and to ensure that the market runs as smoothly as possible.

*\*Note- We send out instructions before each market, and those always supersede these. **Always read the emails\****

#### **SET-UP:**

Set up is from 7:30am-9:30am. No vehicles will be allowed in past 9:30am.

The market area can get tight during set-up. Arrive during the assigned load in time.

Please plan to move your vehicle out of the way as quickly as possible.

- UNLOAD
- MOVE VEHICLE/PARK\*
- SET UP BOOTH

**Vendor parking is available in the lot next to Vintage Backroads, on the corner of First Street and Avenue B as well as the lot next to KT Antiques off Ave. A. \*NO Parking at Banks or on 2<sup>nd</sup> or 3<sup>rd</sup> street.**

#### **TEAR-DOWN:**

##### **NO EARLY TEAR-DOWN\***

- No packing.
- No taking things down.
- DO not drive your car in early.

Street access will be allowed at 5:00pm. No exceptions. Pack your booth down as much as possible, and only then bring your vehicle back into the market space.

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

*\*Violators of the above protocol are subject to having their vendor eligibility revoked temporarily. Repeat offenders are subject to a permanent ban at the discretion of the Katy Market Day committee.*

#### **ELECTRICITY/WI-FI:**

There is NO electricity or WIFI. We also HIGHLY recommend bringing power banks (mobile chargers) for your devices – especially if you run debit/credit cards on your cell phones. **QUIET GENERATORS ONLY.**

#### **RESTROOMS & TRASH**

All vendors will receive 1 large trash bag – please use for booth trash. **Take your trash with you. Trash cans at Katy Market Day are for patrons ONLY. Leave your space clean.**

Restroom locations are marked on the Katy Market Day map.

#### **COVID-19 GUIDELINES:**

- Vendors must wear a mask when patrons are within their booth space, and when social distancing is not possible.
- Please provide a sign for your booth stating that masks are required. A free download is available on our website.
- Only one family in your space at a time.
- Bring your own masks and hand sanitizer. We will provide hand washing stations throughout the event.

### **MISCELLANEOUS INFO:**

- Booth dimensions are 10' x 10'.
- Weights for your tent are mandatory.
- Bring water for yourself only. Vendors cannot sell water to market patrons.
- Please make sure you have enough CHANGE for cash transactions and enough INVENTORY. There are ATMs available at the two banks downtown.
- **NO SMOKING at vendor booths, or within the market footprint.**
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**If you have any questions/concerns find a volunteer in a yellow t-shirt that says Katy Market Day or call The Limited Edition at 281-391-1993.**

### **SOCIAL MEDIA MARKETING:**

- Please "like" and "share" our Facebook event on our Facebook page!  
[www.facebook.com/katymarketday](http://www.facebook.com/katymarketday)
- "Check-In" to our Event on Facebook day of event, so everyone 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 19k likes*.
- Use our hashtag **#katymarketday** 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 as a Katy Market Day vendor. Katy Market Day reserves the right to place, or remove a ban at their discretion. If you need to cancel your booth space, you MUST send in your notice by email or Facebook message. Please DO NOT cancel by phone.

Thank you all for joining us! Have a wonderful show!

www.katymarketday.com  
[info@katymarketday.com](mailto:info@katymarketday.com)  
281-391-1993

### **DISCLAIMER**

*Katy Market Day and the downtown merchants will not be held responsible for loss, theft, injury, illness, 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. Katy Market Day fees are non-refundable and non-transferable. No rainchecks will be given due to inclement weather or cancellations due to COVID-19.*