

Please take a moment to read this important information about load-in and load-out for next weekend's show.

LOAD-IN

- Please [review the booth layout and your booth assignment](#) **this week, prior to the show.**
- You have been assigned a 20-minute load-in window. Please be sure to stick to your window as there are more vehicles than can fit on the street at one time.
- The load-in windows are brief (only 20 minutes) and all vendors should be loaded in and re-parked by 9:00 a.m. This gives you a full hour to finish setting up your booth, and for us to finish setting up street barricades and signage for the public without any vehicles on the street, before "doors open" at 10:00 a.m. **Therefore it is crucial that you stick to your designated load-in window, and move your car from the street as quickly as you can.**
- These sections of Bond Street and Oregon Ave will be treated as one-way roads. **Please see attached diagrams for your booth's specific entry/exit points. If you enter from the wrong direction, you will be asked to turn around and circle the block so you can approach from the correct entrance.**
- To avoid bottlenecks, you will always **follow the driving instructions for your specific block. One lane will be dedicated to driving, the other will be dedicated to unloading, no matter which side of the road your booth is on.**
- It is imperative that you re-park your car outside of the show blocks BEFORE setting up your booth. If we see you beginning to set up your booth while your vehicle is still there, you will be asked to move it immediately. This is crucial to ensure all vendors can be show-ready on time!

SETTING UP

- As you pull into your block you will be greeted by a UCU staff member who will verify your booth space and point you in the right direction.
- The booth boundaries will be marked with neon tape and the booth number will be taped between them. The back of your canopy needs to be lined up on the taped edges in the middle of the street, as you will be back-to-back with another vendor and your canopies will need to be lined up according to the booth map. **If you are confused at all about which booth space is yours, please check with staff before setting up.** There will be a staff member at each block entrance and extra roving helpers.
- Before the show starts we will check the blocks to see that all vendors have made it to their space and verify no one is spilling out of their booth boundaries. We must maintain a 20-foot fire lane between the front of every booth and the sidewalk, and the fire marshal will be checking this as well. If we find that your booth is extending beyond your 10' depth, you will be asked to move these items. *Please note, our configuration is different from last year due to the demands of the shop owners in the area. This means you will now be facing the sidewalk and back to back with your fellow vendors.*

PARKING

Please refer to [this parking map](#) for available lots around the show. We recommend printing this out or having it handy on your phone so that you'll know where you're headed after quickly unloading your car. Please make sure you've given yourself ample time after unloading to park your car, walk back, and finish setting up your booth.

LOAD-OUT

- We want to reiterate that no early tear-down is allowed. You may begin breaking down your booth as soon as the show officially ends at 5:00. **You may only go to get your car once your booth is completely broken down.** All the way! This means even your canopy is in its bag and your tables are folded up.
- You will enter your block from the same direction as you did for load-in, and the driving/loading lanes for each block will remain exactly the same as in the morning.
- Please note that the rented garbage and recycling carts you see on the sidewalks are not to be used for vending trash. Please be prepared to pack out all of your excess trash, cardboard, empty inventory boxes, etc.