

## LOAD-IN

You've been assigned a specific load-in day, time, and location (Thursday or Friday morning via Public Elevators or Loading Dock). Please review your assignment on your [Vendor Resource Page](#).

**Loading Dock:** You MUST be on time for your load-in window. We have designed this to work as a well-oiled machine, but we'll need you to work with us to make that happen! Late arrivals will be redirected to Public Elevators (keep in mind that no hand carts are allowed in elevators after 10am).

### Public Elevators:

- Carts allowed until 10am only; hand-carry after that
- Entrance to public elevators will be from the PAID Parking garage (this is beyond our control, sorry!). Consider re-parking afterward or using free weekend lots on Saturday/Sunday which are within walking distance

### Finding Us:

- From the Loading Dock: Follow directional signs and arrows to our space
- From the Public Elevators: Exit on Concourse Level and look for our Check-In Flag near the open doors (just steps from either elevator set—one faces our doors, the other opens to Midnight Cookie)

**Check-In:** Please check in with us BEFORE setting up your booth. You may unload at your booth while waiting, but do not set up until checked in to ensure you're in the correct spot.

**Friday/Saturday:** Doors will be closing to vendors at 6:30pm. Please plan on having your booth closed down as you would like it for the evening and ready to walk out the door by 6:30 at the latest.

**Saturday/Sunday:** UCU staff will arrive by 11am to give you one hour of booth refreshing time before doors open.

## LOAD-OUT (BEGINS SUNDAY, 5:00 P.M.)

Please remember that there is **no early tear-down allowed**, on any of the 3 days.

Once load-out begins, you must break down your booth completely before going to retrieve your car--this will help immensely with bottlenecks in both loading zones!

**Public Elevator:** Because everybody breaks down at a different pace, we anticipate the traffic here should be well-spaced, especially if everybody adheres to the rules of breaking down their booth before beginning to load out.

You may use the elevator even if you used the loading dock to load in initially, and vice-versa.

**Loading Dock:** We ask that you bring ALL items to the loading dock before you retrieve your car. The loading dock can only accommodate 4 cars at once, so we cannot have your car in that zone while you are going back and forth to your booth to bring more loads.

## PARKING

For Load-In on Thursday and Friday, if you choose to load in from the parking lot/elevator, you may leave your car there all day (this is a paid lot), or you can choose to move it, though most other lots in the area will also be paid. [More details about the Pacific Place garage here.](#)

On the weekend however you can find [numerous free lots in the area](#). You may need to factor in some walking time back to the show once you park, but to score free parking on the days that you can, it may be worth it!