

VENDOR PACKET: LOAD IN DAY TIPS

Load In & Out:

Vehicles may pull inside the building when available and may park for 15 minutes to unload. All vehicles must be moved after 15 minutes due to Fire Code. Vehicles and Vendors **MUST NOT** move tables, chairs, pipe and drape, or any other building fixtures in order to pull a vehicle in. This option is only available when there is adequate space to do so.

581 Access Road Drive Thru:

- Please turn in to the Berglund Center using the entrance closest to McDonald's
- Please turn in to Lot D
- Please continue – you will see the Special Event Center on your Right
- Please pull into one of two spots to unload
- Please continue straight to Lot E

Vehicles may load in from the access road. Parking is for 15 minutes to unload. All vehicles must be moved after 15 minutes due to Fire Code. You are not permitted to set up your booth space and then move the vehicle.

When unloading, please pull as close to the building as possible to allow emergency vehicles the ability to drive down that road.

Vendor Parking:

As soon as you have unloaded your wares, please continue going straight and park your vehicle in Lot E. This will be your parking lot for the duration of the event.

Vendor Entrance:

Please park in Lot E and come in the back set of doors straight into the SEC. Please have your vendor badge visible.