**Vendor Check-In**

**Vendor Check-In Times:**
8:00am – 10:00am

All vendors must check-in and have their booth set up no later than 10:00am

If you have materials to unload and set-up, please plan on arriving early. Participants may begin arriving as early as 10:00am.

Vendor Parking is **only** available in the Vendor Parking Lot off of California Ave. Please refer to [Vendor Parking Information](#).

**CHECK-IN PROCESS:**

**If you have materials to unload from your car:**
- Enter the ARC’s main entrance (Vendor Check-In entrance) off California Ave at Adobe Circle South. ([See Vendor Map](#))
- Follow driveway to the left side of the building to “Vendor Check-In”
- At Vendor Check-in:
  - Drop off boxes, materials, etc. (We have UCI volunteers able to help with the unloading process, but we request that you provide your own cart/dolly for easy transporting of your materials, as we have a limited number of dollies available)
  - Pick up parking pass

  After checking in, you will be directed to circle around the back of the ARC back onto California to the “Vendor Parking Lot” past the ARC. ([See Vendor Parking Information](#))

**If you DO NOT have materials to unload from your car:**
- Follow signs to “Vendor Parking Lot” off California Ave (Not the ARC entrance, please refer to the [Vendor Parking Information](#))
- Obtain a parking pass from an attendant to place in windshield
- Upon arriving at the ARC, please go to the main entrance so that you may be directed to your booth location. A Vendor Check-In informational table will be located inside the ARC lobby

[Please See Vendor Map](#)