**Q. Where is the Fair located?**
A. The UCI Campus Recreation, Anteater Recreation Center (ARC) [See Vendor Map]

**ARC Address**
680 California Ave • Irvine, CA 92697
**ARC Contact #**
The ARC’s Direct phone number if you have questions on directions the day of the Fair is (949) 824-5346
**ARC Directions**
Are available on the website. Here is the direct link: [http://www.campusrec.uci.edu/location_arc.asp](http://www.campusrec.uci.edu/location_arc.asp)

**Q. Is the Event inside?**
A. Yes, the event is inside the main gym/courts at the ARC. The area is 3 full court basketball courts. There are some vendors that have requested outside locations. We will have some designated booths, vehicles, and mobile displays outside. You may bring displays or tents for both inside and outside booth locations.

**Q. Can I send my Handouts/Materials to you before the Fair?**
A. Yes, Please send materials to 111 Theory, Suite 200, Irvine, CA 92697-4600 Attn: Dyan Hall. Please send Dyan an email at dyhall@uci.edu with the details. All materials must arrive by Tuesday, May 22. Materials will be at your booth when you arrive at the fair. [See Delivery Options].

**Q. What time can we arrive to set up?**
A. Vendors can arrive starting at 8am. We ask that you are completely set up by 10:00 am, as the event officially starts at 10:30 am and participants may be arriving early. See [Vendor Check-In Information]. Please send Dyan an email at dyhall@uci.edu if you will need to arrive before 8am to set up.

**Q. I am coming separately from the rest of the people at my booth. What do I need to do?**
A. If you have materials to unload please see [Vendor Check-In Information]. If you do not need to unload any materials, please see [Vendor Parking Information]. There will be Parking Attendants at Vendor Check-In and in the Vendor Parking Lot who will have a list of booth names. [See Vendor Map] Let them know what booth you are representing at the Fair. They will provide free parking passes to put in your windshield. Unauthorized cars may be ticketed and/or towed. If you arrive 1:00pm, parking permits can be purchased at the yellow kiosk in the parking area in front of the ARC for a $2 hourly fee.

**Q. Why can't we park at the ARC front parking lot/structure?**
A. Please do not park in the ARC parking lot in front of the recreation center unless you have been previously designated to do so as an outside vendor in that area. The ARC is a student owned and funded facility that is still open for patrons to use throughout the day and they have first priority of those open spots. In addition, there will be Fair activities going on in the ARC parking lot that have parking spots reserved for their specific purpose. At this time, the parking structure in the ARC parking lot is not open for vendor parking. Thank you for your cooperation. See [Vendor Parking Information] and [Vendor Map].

**Q. Will there be people to help me unload?**
A. Yes. There will be UCI volunteers to help unload and take materials from vehicle to booths at Vendor Check-In. See [Vendor Map] If possible, please bring your own dolly as we have a limited number available. See [Vendor Check-In Information].

**Q. Will you be providing Table coverings?**
A. Yes, We will have white table clothes on all of the tables. If you have your own, please let us know when you check in, and we can collect the one provided on your table. The table covering that is provided is not a table drape and will cover the table top but not cover to the floor.
Q. Will you be providing signage for each booth?
A. No, we will not provide any signage for your booth. Some booths will have wall space to hang your own signs with PAINTERS TAPE ONLY. We will provide those booths hosting a screenings with RED balloons at their tables to direct participants. You may bring tents, pop-up banners, etc to market at your booth.

Q. What does my space look like?
A. We will do our best to accommodate all requests that were submitted for space. Most of the booths will be an 8’ table with a table covering. Some will be backed up to a wall and others backed up to another booth in the center of the room. Most booths that will be doing large scale activities or screenings will have a "U" shaped area made up by 3 or more tables. If you have requested electric there will be at least 1 outlet available for your use. You may bring a power strip or extension cord to support your booth. We will do all that we can to help accommodate your booth request needs that were submitted to us online, but the tight layout due to the increased number of booths makes changing the table layout very difficult. We will have extra chairs available upon request. Fair layout and booth locations will be posted on the Fair website as well as directly emailed to each vendor before the event.

Q. I am planning on bringing my computer. Is the ARC wireless/Wi-Fi?
A. Yes, the ARC is wireless. You will need to register your computer online once you arrive, so please plan on arriving early. We will have instructions at each booth as well as someone onsite to assist you. Please let us know at Check-in if you need help logging on. Make sure you have requested electric at your booth if you need a power source.

Q. What do I do with the Door Prize I am donating for the Fair?
A. We will be collecting Door Prizes at Vendor Check-in. You can also turn them in to the Stage at any time during the Fair.

Q. Will food be provided/available for the vendors?
A. Coffee and light snacks will be available before 10am for vendors during the check in process while supplies last. Bottled water will be available for all vendors and participants throughout the Fair. UCI employee vendors are also eligible for the free food tickets that are given out at the Fair registration table in the event brochure for all participants. UCI employees will just need to sign in at the Fair registration table to receive an event brochure. Food may also be purchased at the Snack Bar in the ARC lobby near registration or vending machines.

Q. As a Vendor can I have a Fair Bag?
A. We are giving away bags to all UCI Fair Participants. If you are a UCI Employee, you can have a bag. You need to sign in at the registration desk and then you will be given a bag. Because of limited numbers, outside vendors/non-UCI employees will not receive a bag. Thank you for your understanding.

Q. Can I sell products at my booth?
A. Only pre-approved vendors may sell products at their booths. Discounts and coupons may be handed out at any booth for purchases made later.

Q. Who can I call if I have questions the morning of the Fair, 5/23, or on my way?
A. If you have general questions or questions about the event, parking, etc., you can contact the Human Resources Front Desk at (949) 824-5210. If you have questions about directions to the ARC, please contact the ARC directly at (949) 824-5346.

Q. If I have a question during the fair who can I ask?
A. You can always go to Vendor Check-in or the Main Stage inside the gym. Fair volunteers are also available throughout the event and will be wearing blue event t-shirts.

As always, if you have any questions or changes to your booth needs you can contact:
Dyan Hall, dyhall@uci.edu, (949) 824-5429.