Gobble Up Seattle // Booth Map & Load-In Schedule

Hello, Gobble Up Seattle Vendors! We are getting SO excited for the show next weekend!

Lots of important info to share with you today:

LOAD-IN

Because Friday is our First Bite Night, all vendors will be loading in on Friday, 11/13, starting at 1:00pm. Since we will have food booths and food trucks in the South Lot, **you will ONLY be allowed to load in from either Loading Zone 2 or 3** (see load-in map here). **We will have ONE check-in booth which will be located at the side entrance at Zone 2**. We ask that you ALL check-in before you unload to ensure you are setting up in the correct spot.

WHEN YOU ARRIVE

At the check-in booth you will see a table with a UCU team member waiting to give you some items for your booth, check you in, AND grab your swag from you. There might be short lines at times and we ask you all to be patient. We fully understand that things are hectic when you want to set up. Believe us, we do! However, if you can **please come straight to check-in with your swag, first thing upon arrival**. It will actually make things run more smoothly for you. WHY?

1. We can direct you to your booth and minimize confusion or the possibility of setting up in the wrong space as mentioned above.
2. We don't have to hunt you down later and request swag when you are in the midst of setting up. We need to have these bags assembled well before doors open, so time is of the essence!

3. You can be sure you have all the appropriate materials for your booth, and get to say hello to one of us who can be of assistance throughout the day, and/or meet us if you are a new vendor with UCU!

We are ALL IN THIS TOGETHER so please help us keep the cogs turning, and then you can go set up and spend the rest of the afternoon doing what you need to do to have a successful couple of days!

BEFORE SETTING UP

Before you begin setting up, you'll go re-park your car, then return to set up your booth. This part is crucial so that we don't end up with bottlenecks in the loading zones. We will have a parking attendant there to ensure that nobody is in the loading zone longer than it takes to quickly unload your car.

Please visit your Vendor Portal to find the booth map, your booth assignments, and the load-in schedule.

FOOD TRUCKS + SIP & SAVOR LOUNGE

You will be loading in at the South Lot, so we're going to be sending your load-in information to you separately--hang tight for now!

PARKING

Parking is free at Magnuson Park, and you are welcome to repark your car in any available spot. However if you're able, we encourage you to save the closest/most convenient spot for shoppers!

WIFI INFORMATION

While the City of Seattle's public wifi is always available in the Hangar, we will also have hotspots set up around the hall to help manage the bandwidth. When you check-in you'll receive the SSID and password of the specific hotspot you should be connecting to, based on proximity. Hotspots are not failsafe, however. They can become overloaded if vendors are using multiple devices per booth.

If, during the show, your wifi is failing:

1. Use the city wifi network which is free and always available. The hotspots that we rent are meant to provide an additional option in case the city wifi gets overloaded.
2. Make sure to have your Square QR code set up and easily accessible for shoppers in case you aren't able to connect in the moment to make a sale
3. Be prepared with extra cash to make change if that is an easier option in the moment.
4. Many vendors who work in this building during the year know that the WIFI can be unreliable and bring their own hotspots. If you have one, this could mean a lot less headache for you.

NO EARLY TEAR-DOWN

Please remember that there is **no early tear-down allowed.** Your booth must stay open until the show ends at 8:00pm on Friday and 5:00 p.m. on Saturday, ***even if you are running out of product!*** When vendors begin breaking down before a show ends it heavily affects the experience for shoppers and neighboring vendors so we appreciate your cooperation with this. We also want to remind you that, as per our Vendor FAQ, any late withdrawals at this point are subject to the $50 penalty fee, in addition to forfeiture of your booth fee.

LOAD-OUT

This will work much the same as load-in, but because you will all be loading out at once rather than at staggered times, **it is all the more important that your booth be 100% packed up and ready to go before you retrieve your car.** Please do your fellow vendors a favor and adhere to this rule; if everyone does then we should all be able to get out of there swiftly once doors close! As the South Lot empties, we can begin allowing cars to enter but this won't happen until most likely 6pm on Saturday.

Please use the numbers below to text any of us if something urgent comes up during the weekend. You'll most likely meet one of us at check-in but if anything comes up day-of-show, please text one of us at the following numbers:

Kristen Rask: (206) 724-4245

Heather Peek: (360) 791-1723

Lindsey Ross: (503) 488-0022

Until then, email is best. See you all next weekend, we can't wait!

- Kristen, Lindsey & Heather