Vendors,

Please read this important information regarding WhatspoppinUtah! 2023…

**ALL SPONSORS AND VENDOR NEED TO CHECK IN WITH STAFF. YOU WILL RECEIVE TABLE ASSIGNMENTS AND VENDOR INFORMATION PACKETS.**

**Sponsorship Vendors Load In:**

Load in time begins at 3pm on Friday, April 14th, 2023. The show will open at 6:00pm to attendees. Please have your booth set up before opening time.

**Vendors Load In:**

Load in time is 7am on Saturday April 15th, 2023. The show will open at 10:00am to attendees. Please have your booth set up before opening time.

You may park on the east side of the old Macy building (South End of the mall) and bring your merchandise in through the door as marked with an 🡨 on the map. Vendors will be required to check in before setup.

**ALL booths must be staffed, setup and ready to go by 10:00am sharp!**  If you are not at your booth and setup by 10:00am, your booth will be considered “abandoned” and your space a “no show” and you will **NOT** get a refund.

**EVENT HOURS-**

**Friday, April 14th 6:00pm to 9:00pm**

**Saturday, April 15th 10:00am to 8:00pm**

**Sunday, April 16th 12:00pm to 5:00pm**

Promoters and/or security will remain on site until 9:00pm on Friday and Saturday. Once the doors are locked at 9:00pm for the night, no access will be granted to anyone. Please take your cash and valuables with you every night, as the show will not be responsible for lost or stolen items. We suggest you bring a tarp to cover your merch to deter any potential theft.

**LOAD OUT**

**(One-Day Vendors) Saturday, April 15th**  Access for load out will be granted at 8pm.  You must be out by 9pm sharp. The facility will lock down at 9:00pm for the night.

**(Two- Day Vendors & Sponsors) Sunday, April 16th**  Access for load out will be granted at 5:00pm.  All vendors and sponsors need to be completed by 6:00pm

**Please DO NOT pack up and leave early!  Your table must remain open until the show closes. Any early departures will potentially result in the loss of future events for you as a vendor.**