Please read this important information regarding load in for WhatspoppinUtah!

**LOAD IN TIMES:**

**Sponsors:**

Load in time is 3pm on Friday, April 5th and the event will open at 6pm to attendees. Please have your booth set up before opening time.

**Vendors:**

Load in time is 7am on Saturday and Sunday April 6th & 7th. The event will open at 10am to attendees so please have your booth set up before opening time.

You may park on the east side of the Utah Arts Alliance building and bring your merchandise in through the door as marked with an X on the map. Vendors will be required to check in before setup.

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

**EVENT HOURS**

**Friday, April 5th 6pm to 9pm**

**Saturday, April 6th 10am to 7pm**

**Sunday, April 7th 10am to 5pm**

Promoters and/or security will remain on site until 9pm on Friday and Saturday. Once the doors are locked at 9pm 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 5th  – 7pm**.  Access for loadout will be granted at 7pm.  You must be out by 9pm sharp.  The facility will lock down at 9pm for the night.

**(Two Day Vendors & Sponsors) Sunday, April 6th  – 5pm**.  Access for loadout will be granted at 5pm.  You must be out by 8pm.

**Please do NOT pack up and leave early!  You MUST remain at your table until the show closes!**

**THE PROMOTERS WILL BE ON SITE TO ANSWER ANY QUESTIONS YOU MAY HAVE DURING LOAD IN/OUT BUT YOU MAY ALSO MESSAGE US AT** [**WHATSPOPPINUTAH@GMAIL.COM**](mailto:WHATSPOPPINUTAH@GMAIL.COM) **PRIOR TO THE EVENT.**