

# 2017 UCI Wellness & Safety Fair

## Vendor Information & FAQ's

**PLEASE REVIEW THE FOLLOWING INFORMATION AND FAQ'S PRIOR TO THE FAIR**

### Important Contacts

#### **Before Wednesday, 5.17.17:**

Dyan Hall, Wellness Program Administrator, [dyhall@uci.edu](mailto:dyhall@uci.edu), (949) 824-5429 office

#### **On Wednesday, 5.17.17:**

UCI Human Resources - Campus Front Desk (949) 824-5210

**Web:** <http://www.wellness.uci.edu/facultystaff/fair.html>

### 2017 Event Highlights

**Date:** Wednesday, May 17, 2017

**Estimated Participation:** 1500 UCI Faculty, Staff and Retirees

**Set up/Vendor Check In:** 8:00 a.m. to 9:30 a.m. (See Below)

**Fair:** 10:00 a.m. to 1:30 p.m.

**Clean Up:** Starts at 1:30 p.m.

**Fair Location:** [UCI Aldrich Park](#), located outside in the center of the UCI Campus, near Langson Library ([Building 101 on Campus Map](#)) See: [Getting to Campus/UCI Campus Maps](#) and '[2017 Vendor Map](#)'

**Vendor Parking:** [Anteater Parking Structure](#) (APS), located on the corner of East Peltason and Anteater Drive.

**Fair Web Page:** <http://www.wellness.uci.edu/facultystaff/fair.html>

The fair area is on grass and is not shaded. We suggest you bring your own canopy or tent.

9' umbrellas with stands and additional tables are available at an extra cost if ordered prior to 5/1/17.

See '[2017 Vendor Order Form](#)'

Thank you in advance for those of you able to donate a raffle prize for our Fair. Participants will receive raffle stamp cards at registration. Please initial the cards of those participants that interact with you at your booth. The level of interaction required to earn your initials is up to you. After earning 5 initials, participants will be able to turn in the completed raffle ticket to enter into the prize drawing.

During the Fair we will also have people participating in the Systemwide UC Walks event by walking around the outer ring of the park. Participants will be directed to the start line every 15 minutes to start warm-ups for a walk. The first walk will begin at 10 a.m. and the last walk will begin at 1 p.m.

### Shipping Booth Materials Prior to Fair

If you would like to ship your booth materials before the Fair, e-mail Dyan Hall ([dyhall@uci.edu](mailto:dyhall@uci.edu)) the estimated delivery date and number of boxes. **Packages must arrive by 12:00 p.m. Monday, May 15, 2017** and should be sent to:

UCI Human Resources - Campus  
Attn: Dyan Hall, Fair Materials  
111 Theory, Suite 200  
Irvine, CA 92697-4600

*You will be notified when your packages arrive. Boxes will be at your booth upon your check-in at the fair. If you have not received notification that your packages have been delivered, please contact: Dyan Hall, [dyhall@uci.edu](mailto:dyhall@uci.edu) or (949) 824-5429.*

## **Vendor Check-in: Phoenix Grill - 8:00 a.m. to 9:30 a.m.**

Vendors may check in at the Fair Registration Booth in Aldrich Park or at '[Vendor Drop-Off](#).'

All vendors must check-in and have their booth set up no later than **9:30 a.m.**

If you have materials to unload and set-up, please plan on arriving early.

The Fair starts at 10 a.m. but participants may begin to arrive early.

**If you need to unload/drop off materials: Go to 'Vendor Drop-Off'** (See '[2017 Vendor Map](#)')

- [Vendor Drop-Off](#) is located near the Phoenix Grille on Campus.
- Take East Peltason Drive and turn onto Engineering Service Road. Continue on Engineering Service Road, go under the bridge until the road dead ends. Turn right at the stop sign and follow signs to loop around and pull up to the Vendor Drop-off area.
- At Vendor Drop-off you can unload boxes, materials, etc. We will have UCI volunteers able to help with unloading and some motorized carts, but we request that you provide your own cart/dolly for easy transporting of your materials.
- After completing Drop-off you will be directed to Vendor Parking in the [Anteater Parking Structure](#) off East Peltason.

**If you DO NOT have materials to unload or have just come from Vendor Drop-Off: Go to 'Vendor Parking'**

## **Vendor Parking: Anteater Parking Structure**

[Anteater Parking Structure](#) (APS) is located on the corner of East Peltason and Anteater Drive.

See '[2017 Vendor Map](#)'

You **MUST** have a UCI parking pass to park anywhere on the UCI Campus including the Anteater Parking

Structure. **ANY CAR PARKED ON CAMPUS WITHOUT A PARKING PASS IS SUBJECT TO TICKETING OR TOWING.**

- Event Parking Passes are \$10 and will be available for purchase at the Anteater Parking Structure (cash or credit card). Please visit the [UCI Parking](#) website for more information.
- For those with a UCI Campus parking permit: You may park anywhere your permit is valid. [See UCI Permit Map](#)
- For UCI Medical Center Employees, please [see reciprocity information for valid permit types on campus](#)

## **Additional FAQ's**

### **Q. Who can I call if I have questions the morning of the Fair or on my way?**

**A.** If you have questions about the event please contact the UCI Human Resources Front Desk at (949) 824-5210. The Fair coordinators will be on site and will not be available to answer questions.

### **Q. Is the Event outside?**

**A.** Yes, the event will be held outside in the center of campus in Aldrich Park. See '[2017 Vendor Map](#)' We will be in a grassy area that is not shaded, and ask that you bring your own canopy. 9' umbrellas will only be provided as rental for an additional fee, if ordered prior to the fair. (The rental fee includes set up) See '[2017 Vendor Order Form](#)'

### **Q. Will there be people to help me unload/load?**

**A.** Yes. There will be UCI volunteers at [Vendor Drop-Off](#) to help unload and take materials to and from vehicles to booths. We will have some motorized carts available for larger items. If possible, please bring your own dolly as we have a limited number available.

### **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 the "Vendor Check-in" information. If you do not need to unload any materials, please see the "Vendor Parking" information. If you are coming from campus you can just check in at the Fair Registration Booth at the Fair in Aldrich Park. See '[2017 Vendor Map](#)'

**Q. How long of a walk is it from Vendor Parking to the Fair.**

**A.** Although it is the closest parking structure, it is about a 5 minute walk from the [Anteater Parking Structure](#) to the Fair location in Aldrich Park. See '[2017 Vendor Map](#)'

**Q. Will you be providing table coverings?**

**A.** Yes, we will have plain table coverings available for free upon request at the Fair Registration Booth. The table coverings will cover the table top but not cover to the floor. Please feel free to bring your own. Each table will be 6' or 8' depending on location.

**Q. Will you be providing signage for each booth?**

**A.** No, we will not provide any signage for your booth. You may bring canopies, banners, posters, etc.

**Q. What does my space look like?**

**A.** We will do our best to accommodate all requests that were submitted for space. 6' or 8' tables and chairs will be provided. We will have some additional chairs available upon request at the Fair. Fair layout and booth locations will be posted at the Fair, on the Fair website, as well as directly emailed to vendors before the event. If you need to request additional tables or an umbrella, See '[2017 Vendor Order Form](#)'

**Q. Does Aldrich Park have Wi-Fi?**

**A.** Yes/No, Aldrich Park does have Wi-Fi in some locations but we cannot guarantee that your booth will have Wi-Fi Access. Please plan to use a wireless connection or hotspot if you need internet access.

**Q. Will I have electricity at my booth?**

**A.** No, there is a very limited supply of electricity that will be allocated for the stage and a few pre-determined booths.

**Q. What do I do with the raffle prize I am donating for the Fair?**

**A.** Volunteers will be collecting raffle prizes from you before the fair begins or you can take them to the Fair Registration Booth when you arrive.

**Q. Will food or water be provided/available for the vendors?**

**A.** There will be free water stations set up throughout the Fair. No food will be provided specifically for vendors but there are many dining options available in close proximity to the event. [See for the various dining locations throughout UCI](#). The closest dining locations in proximity to the Fair are Phoenix Food Court, BC's Cavern Food Court and the East & West Food Court and they will be open by 7:30 a.m. UCI employees that are also vendors are also eligible to register and participate in the fair. UCI Fair participants will receive free snack tickets.

**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. Can I start tearing down early if my booth is slow?**

**A.** No. We ask that you stay at your booth for the entire 3.5 hour event. Clean-up for the fair will begin at 1:30 p.m. We ask that all booths remain open until this time. UCI volunteers and motorized carts will ONLY be available at this time to help.

**Additional Questions?**

Email Dyan Hall, [dyhall@uci.edu](mailto:dyhall@uci.edu)