Ani-Jam 2014 Vendor/Artist Check-in

**Regarding Set-up and Breakdown** -

We ask that Vendors and Artists refrain from using the back door/loading door during Vendor/Artist business hours. Please use the following set-up and breakdown hours provided to bring in/remove your merchandise:

 Day Zero (Friday, 08-15-14) Vendors and Artists may set up between the hours of 2pm and 8pm. No one will be available to check you in before 2 pm, please plan accordingly. Upon arrival check in with Vendor/Artist Coordinator and they will show you your table(s). Please do not choose table on your own. ARTIST- please get your badge at registration before reporting to artist/vendor check-in

 Day 1 (Saturday, 08-16-14) Vendors and Artists may have access to the sales area starting at 8:30am. After business hours have concluded Vendors and Artists may have access to the floor until 6:30pm

 Day 2 (Sunday, 08-17-14) Vendors and Artists may have access to the floor starting at 8:30am. We ask you do not breakdown before 4pm. If you must leave the show early please talk to artist/vendor coordinator first. Please do not have boxes or carts outside of the 10x10 space until business hours have concluded. Once the business hours have ended you may begin tearing down shelving/display racks etc. and taking items out of the venue.

**Vendor/Artist business hours** -

Business hours will be open for business to attendees according to the following schedule. (Please be prepared when attendees arrive):

 Day Zer0 (Friday, 08-15-14 ) No sales on this day

 Day 1 (Saturday, 08-16-14) Immediately following opening ceremony (approximately 10:30 ) to 5pm

 Day 2 (Sunday, 08-17-14) 10am to 5pm

Directions-

 The address of our venue, Valdez Hall, is 700 M Street Fresno, Ca 93721.

 There is a large roll-up door/unloading area at the back of the building that can be access by entering the O street parking lot of the Fresno Convention Center. As the parking lot has no official address, we recommend imputing 700 O Street Fresno CA on Google maps to get you near the parking lot entrance.

Ani-Jam does not pay or compensate parking for Ani-Jam staff, volunteers, vendors or artists. You may be subject to city parking fees if you park in the parking lot. There should be no charge for coming in to unload your goods. For more information about convention center parking please visit http://www.fresnoconventioncenter.com/general\_info\_parking.php