

Vendor Setup Quick Facts



Location: Ontario Convention Center

2000 E Convention Center Way, Ontario, CA 91764 - (909) 937-3000 - www.ontariocc.org

Event Dates:	Friday	August 25, 2017 -	12:00 pm to 7:00 pm	- B2B Show Hours
	Saturday	August 26, 2017 -	12:00 pm to 7:00 pm	- B2C - Open to the Public
	Sunday	August 27, 2017 -	12:00 pm to 5:00 pm	- B2C - Open to the Public

VENDOR SETUP Enter through the Loading Docks

Hall A: Wednesday - Thursday from 1:00 pm to 8:00 pm & Friday from 8:00 am to 12:00 pm

Hall B: Thursday from 7:00 pm to 12:00 am & Friday from 8:00 am to 12:00 pm

Mt. Baker Ballroom: Thursday from 7:00 pm to 12:00 am & Friday from 8:00 am to 12:00 pm

Unloading: All vehicles must be unloaded at the loading docks. **Bring your own 2 wheel dollies or carts**
POV: (Personally Owned Vehicles): Station wagons, mini vans, standard 4 x 4 and cars
One Trip (In only) unload fee \$80 or Round Trip (in and out) fee \$100.
Forklifts are available for a standard fee.

Large Trucks: All large vehicle deliveries must be coordinated with the event decorator.
Contact Jordi at Show Ready: ShoReady1@gmail.com - (909) 596-2999

Parking: The Ontario Convention is \$10 per day and there is no in-&-out
Additional Parking is available on Convention Center Way
Overnight Trailer/Truck parking can be arranged with the OCC
Guadalupe Lopez: Glopez@Ontariocc.com - (909) 937-3034

Registration: Vendor registration will be available during all setup hours.

Furniture Rentals: You can rent anything you need (tables, chairs, carpet, easels, etc.)
Contact Jordi: ShoReady1@gmail.com - (909) 596-2999

Electric/WiFi: For electrical or wifi orders contact the OCC Service Desk
OCC Service Desk: ServiceDesk@Ontariocc.org - (909) 937-3068

Load Out: Exit through Loading docks in exhibit hall A & B
Sunday August 27, 2017 5:00 pm to 12:00 am
Monday August 28, 2017 8:00 am to 12:00 pm

Shipping In/Out: Exhibit material can be shipped through the ECC Shipping
<http://ecc-expo.com/index.php/shipping>

Booth Security:

- Security officers will be present, but the convention is open to the public.
- It is the vendor's responsibility to safeguarding their booth, products and valuables.
- Have someone remain at your booth at all times and lock up or remove all valuables at night.

Concession Stands will be open during all show hours.

Sales questions:

Grace Geaga: (909) 229-4585
Grace@ECC-Expo.com

Setup questions:

Jordi: (909) 596-2999
ShoReady1@gmail.com

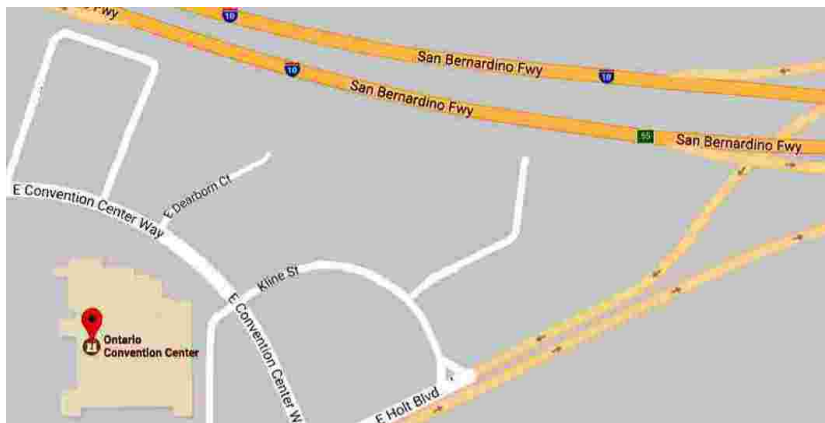
Electric & WiFi:

OCC (909) 937-3068
ServiceDesk@Ontariocc.org

Shipping questions:

Vinh Nguyen: (714) 232-2456
Vinh@ECC-Expo.com

DIRECTIONS



Los Angeles: Interstate 10 Freeway East
Take exit 54 for Vineyard Ave.
Turn right onto N Vineyard Ave.
Left on Holt Blvd.

San Bernardino: Take I-215 South
Take exit 40 to I-10 West
Take exit 55A to East Holt Blvd

San Diego: I-15 North.
Exit 109 to I-10 West
Take exit 55A to East Holt Blvd

*Hall Managers
are Color Coded*



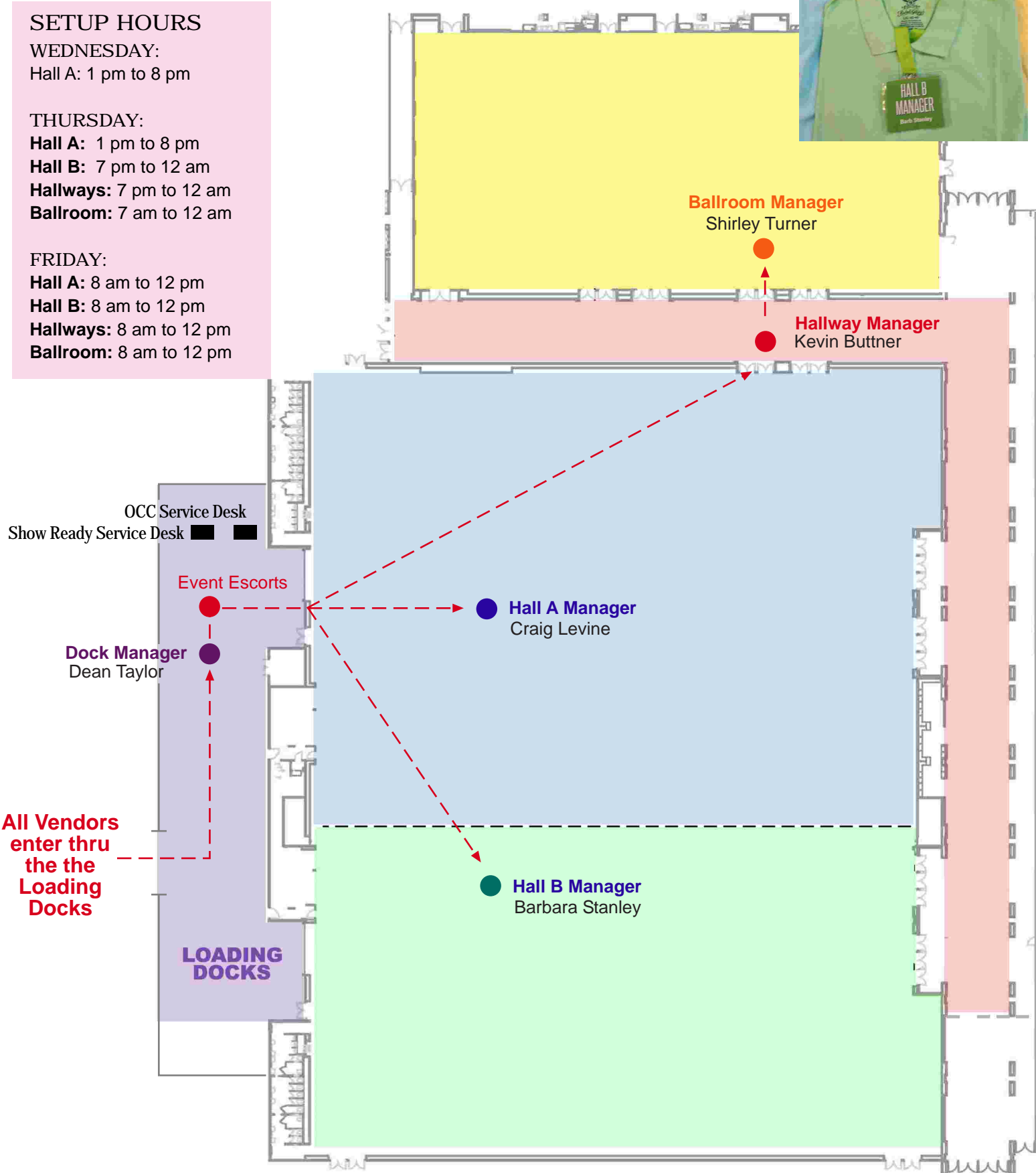
VENDOR LOAD-IN SYSTEM

- 1. Vendors check in with the Dock Manager for booth location
- 2. **Event Escorts will walk vendors to the appropriate Exhibit Hall Manager**
- 3. Exhibit Hall Manager will direct each vendor to their assigned booth space.

SETUP HOURS
WEDNESDAY:
Hall A: 1 pm to 8 pm

THURSDAY:
Hall A: 1 pm to 8 pm
Hall B: 7 pm to 12 am
Hallways: 7 pm to 12 am
Ballroom: 7 am to 12 am

FRIDAY:
Hall A: 8 am to 12 pm
Hall B: 8 am to 12 pm
Hallways: 8 am to 12 pm
Ballroom: 8 am to 12 pm



All Vendors enter thru the the Loading Docks

LOADING DOCKS

OCC Service Desk
Show Ready Service Desk

Event Escorts

Dock Manager
Dean Taylor

Hall A Manager
Craig Levine

Hall B Manager
Barbara Stanley

Ballroom Manager
Shirley Turner

Hallway Manager
Kevin Buttner