



# Vendor Setup Quick Facts

**Location:** **Ontario Convention Center** - [www.ontariocc.org](http://www.ontariocc.org)  
 2000 E Convention Center Way, Ontario, CA 91764 - (909) 937-3000

**Event Dates:**

Friday	August 3, 2018	12:00 pm to 7:00 pm	B2B Show Hours
Saturday	August 4, 2018	12:00 pm to 7:00 pm	B2C - Open to the Public
Sunday	August 5, 2018	12:00 pm to 5:00 pm	B2C - Open to the Public

**Vendor Setup:**

Wednesday	August 1, 2018	1:00 pm to 8:00 pm
Thursday	August 2, 2018	10:00 am to 8:00 pm
Friday	August 3, 2018	8:00 am to 12:00 pm

**Load Out:** Exit through Loading docks in exhibit hall A & B

Sunday	August 5, 2018	5:00 pm to 12:00 am
Monday	August 1, 2018	8:00 am to 11:00 pm



Example of self carry

**Unloading: CARTS ARE NOT PROVIDED**

- Bring your own 2 wheel dollies or carts.
- All vehicles must be unloaded at the loading docks.
- Personally Owned Vehicles: materials can be hand carried or carted in
- Cart Cost: unload fee \$75 or round trip (in and out) fee \$100.
- Forklifts are available for a standard fee.

**Trucks, Trailers Freight & Shipping:**

- All trucks/trailers deliveries must be coordinated with Show Ready
  - Freight deliveries can be arranged through Show Ready
  - Shipping arrangements through Show Ready
- Contact: Jordi Medina, ShoReady1@gmail.com - (909) 596-2999

**Furniture Rentals:**

- All rentals (tables, chairs, carpet, easels, etc.) can be arranged
- Contact: Jordi Medina, ShoReady1@gmail.com - (909) 596-2999

**Electric/WiFi:**

For electrical or wifi orders contact the OCC Service Desk  
 OCC Service Desk: [ServiceDesk@Ontariocc.org](mailto:ServiceDesk@Ontariocc.org) - (909) 937-3068

**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](mailto:Glopez@Ontariocc.com) - (909) 937-3034

**Vendor Registration:**

- A registration booth will be setup on Thursdays
- Vendor badges will be distributed during vendor registration

**Booth Security:**

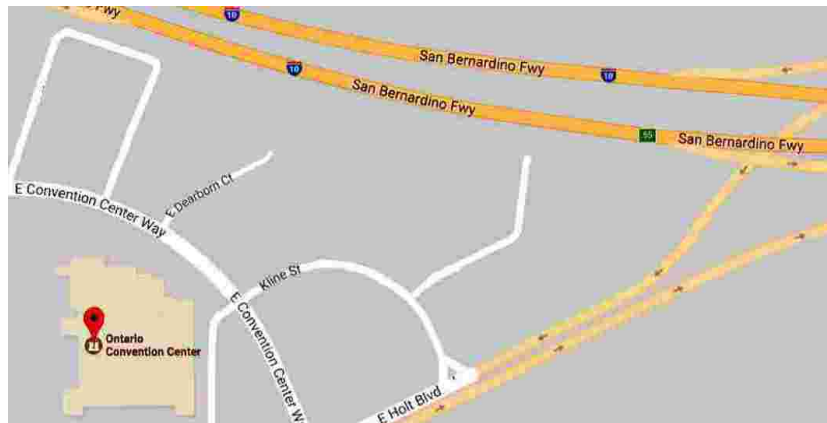
- It is the vendor's responsibility to safeguarding their products and valuables.
- Have someone remain at your booth at all times During setup, event hours and tear down.
- Security officers will be present during show hours and in the exhibit halls throughout the night
- Lock up or remove all valuables at night.

**Sales Questions**  
 Lawrence Chan  
 (562) 388-4637  
[Lawrence@ECC-Expo.com](mailto:Lawrence@ECC-Expo.com)

**Rental/Shipping/Freight:**  
 Jordi Media  
 (909) 596-2999  
[ShoReady1@gmail.com](mailto:ShoReady1@gmail.com)

**Electric & WiFi:**  
 Convention Service Desk  
 (909) 937-3068  
[ServiceDesk@Ontariocc.org](mailto:ServiceDesk@Ontariocc.org)

**Onsite Contact:**  
 Pro Expo - Dean Taylor  
 (702) 331-13508



## 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