



## **PARTNER MOVE-IN/MOVE-OUT & RE-STOCKING INFORMATION**

### **MOVE IN:**

Move In for the following areas will begin on Monday, April 29:

- Expo Hall 4, 6 & 7
- Birch Street
- Broadway
- Plaza de las Americas
- Outdoor Marketplace
- Yellow Gate

Move In for the following areas will begin on Tuesday, April 30:

- Palm Street
- Elm Street
- Pepper Street
- Sycamore Street

**Note:** Partners who have booths that are located in front of roll up doors cannot move in until Wednesday, May 1 after 3 pm. If you are unsure, please contact the Sales office to confirm.

### **MOVE IN HOURS**

Move in will take place through Gate 1 or 1B located at 1101 W. McKinley Ave., directional signage will guide you.

Monday, April 29	8:00 am – 8:00 pm*
Tuesday, April 30	8:00 am – 8:00 pm*
Wednesday, May 1	8:00 am – 5:00 pm**
Thursday, May 2	8:00 am – 8:00 pm*
Friday, May 3 ***	No vehicles allowed on grounds***

**\*Vehicles will not be allowed on grounds after 8:00 pm. Partners in Expo Halls are allowed to stay until midnight.**

**\*\*Vehicles will not be allowed on Redwood St. after 5:00 pm**

**\*\*\*No vehicles will be allowed on grounds. FAIR opens at 5:00 pm and Partners must be show ready.**

### **MOVE OUT**

Move out will take place after the Fair closes on Monday, May 27. Vehicle traffic will not be allowed on grounds until approximately 12:45 am when the grounds have been cleared of pedestrian traffic.

Partners may start tearing down their booths at 11:00 pm when the Fair closes and may hand-cart their merchandise until they are cleared to drive on.

**Move out must be completed by 3:00 pm on Tuesday, May 28.**

**RE-STOCKING For all Fair days: May 3 – 27, 2024**

**Partners located in Expo Halls:**

**If you need to drive on grounds to restock vs. hand cart you will need to contact the Sales Office to get a restocking pass. Please e-mail [lozano@fairplex.com](mailto:lozano@fairplex.com) or call 909-865-4500.**

Restock will take place through Gate 1B located off W. McKinley Ave., directional signage will guide you.

Expo Halls will open at 10:00 am for Partners to restock with a hand cart from Gate 1B or from your designated parking lot. Re-stocking will take place at the center doors of each building.

Gate 1B will open from 10:00 am – 11:00 am; vehicles must be moved once restocking is completed or your vehicle will be towed. **All vehicles need to be off grounds by 10:30 am.**

**Partners located Outdoors:**

Restock will take place through Gate 1B located off W. McKinley Ave., directional signage will guide you.

Drive on restocking is permitted starting from 7:00 am – 9:30 am; vehicles must be moved once restocking is completed or your vehicle will be towed. **A Restocking pass is required and you will need to contact the Sales Office to get a one. Please e-mail [lozano@fairplex.com](mailto:lozano@fairplex.com) or call 909-865-4500.**

If you wish to hand cart, Gate 1B will be open from 7:00 am – 11:00 am.

Hand cart restocking is also permitted from your designated parking lot throughout the day when the Fair is open.

**Attention to ALL PARTNERS:**

The Fair is closed on Monday's, Tuesday's and Wednesday's and there will be no access on grounds, **No Exceptions.**