

# ATTENTION VENDORS:

ITEMS FOR PICK UP MUST BE ORGANIZED WITH THE **ULC EVENT CAPTAIN** AND BROUGHT TO THE GROUND FLOOR AFTER EVENT.

## **PACKAGES MUST BE:**

- Properly sealed & have correct shipping labels attached to all packages
- A pick-up must be scheduled to ensure proper collection
  - Organized with ULC Employee and brought to the Ground Floor

*Any boxes left in the event space without being organized with the Event Captain will be discarded.*

*Any boxes left on the Ground Floor without proper pickup labels will be discarded.*