



# Vendor Set-Up / Tear-Down Guidelines

Fox Cities Exhibition Center  
Appleton, WI

The Fox Cities Exhibition Center (FCEC) in Appleton is all about being vendor friendly. You will find ease of access through a variety of entry points at the FCEC.

**Your Event Planner has most likely provided information to you regarding times and specific details for vendor set-up and tear-down. If they have not done so, please do reach out to your contact to begin this process. Advance arrangements are needed for use of the drive-down ramp and the semi bays, as well as to ensure the building is unlocked upon your arrival.**

**For additional general details, please see below.**

## Drop-Off Area & Parking

If you would prefer to drop off your vendor materials before parking in the ramps connected to the hotel/FCEC complex, it is best for you to drive to the address of 355 W. Lawrence Street (the address of the FCEC) and then turn onto Elm Street (by the flag poles); there, on the left, you will find the entrance driveway to the building.

There is a weight limit (6,000 pounds) and a height limit (8 feet, 2 inches) to utilize this entryway, so do pay attention to the bar over the drive. **If your vehicle weighs more than 6,000 pounds or will not fit under the bar, do not enter.** Instead, please drive over to the semi loading bays (to the right of the drop-off area on Elm) and use this parking area for unloading and loading.

For those that do easily fit under the bar (standard-sized vehicles & SUVs), please drive up to the doors straight ahead for temporary unloading (this works best if you have someone with you that can stay to watch over your materials and/or take them to your designated event room) while the driver takes the car to the ramp for parking.

These doors allow entrance to the Plaza Level, where there are two small meeting rooms to your left. If your event is being hosted in the Exhibition Halls, then you'll want to take the elevator (to the left of the escalators) down to the Lower Level (LL).

**Please click here for details regarding Parking - <https://thefcec.com/parking/>.** You might wish print out the parking details to bring along with you on your journey to the FCEC for ease of entry.

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## **Standard Elevator**

There is a standard elevator (6 feet X 6 feet) that provides access to all levels of the FCEC. There is also an elevator in the attached hotel that leads to the skywalk that connects to the FCEC. There are also two parking ramps (Red & Green) that connect to the hotel. So, one could park and connect to the FCEC through the hotel. This is especially convenient during rainy/cold weather.

There are signs throughout the lobby of the hotel to direct you to the FCEC elevator. This elevator will take you to a skywalk leading you from the hotel to the FCEC building. Once inside the FCEC itself, the elevator to access other levels is to your left. You can choose the Lower Plaza Level floor **(1R)** for the multipurpose rooms, or the Exhibition Level **(LL)**, depending on the location of your event room.

## **Escalators**

The FCEC features the longest escalators in the Fox Valley. However, they **should be used only for human transportation**. For safety reasons, please use the elevators for unloading and loading materials.

## **Semi Loading Bays**

**There are (3) Semi Loading Bays and (1) Loading Ramp. Again, advanced reservations are required for entry.** Please make arrangements with your event contact or directly with Joel Morgan, our Facility Director, at least one week in advance. Joel's email address is listed below.

## **Freight Elevators**

There are (2) freight elevators at the FCEC. The largest is located inside, just to the right of the Semi Loading Bays. This Freight Elevator is 11 feet wide and 20 feet deep. It has a 20K lb. weight limit.

The second freight elevator is located to the left of the drop-off area gates, on the corner of the FCEC building. The Plaza Level Freight Elevator is 5.5 feet wide and 8 feet deep.

**Again, advanced reservations are required to ensure that appropriate doors are open for access to the building.**

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## Drive-In Ramp for Exhibition

This is one of the most amazing features of the FCEC. One can drive vehicles (even with trailers, if they are the right size) straight into the Exhibit Halls on the lower level. **Again, one must have made prior arrangements – either through your event contact or directly with Joel Morgan, our Facility Director – to access this area.** Height requirements are a maximum of 12.5 feet and length not to exceed 44 feet. There are angles to the ramp that can make long and tall vehicles difficult to maneuver. **If you'd like to arrange a "test drive" with your vehicle in advance, please contact Joel via email (contact details below) at least one week prior to arrival.**

