

Updated SCC Vendor Procedures:

- All vendors must enter through the docks in the back of the building-
NO VENDORS ARE ALLOWED TO LOAD IN/OUT THROUGH MAIN ENTRY DOORS
- All vendors must check in with building security before loading in:
 - When checking in, please give your booth name
 - Vendors will be issued a wristband, which is to be worn while on site. Each person working the booth must have a wristband on.
 - If vendor will be here multiple days, the same wristband can be worn each day.
 - If your wristband is lost or removed, please see building security to be issued a new one.
 - Wristbands **must** be shown to enter the back of the house & loading dock areas.
- After checking in, security will direct the vendor on which dock to move in through.

*Sharonville Convention Center wristbands allow vendors access during load in/out times, before and after shows, and in back of house/loading dock areas.