



Vendor/Exhibitor Drop Off Instructions

There are two options when dropping of supplies for an event at Union South.

1. The loading dock entrance to Union South is on Randall Ave. Make sure that you take Dayton Street and turn onto Randall because you can only make a right turn onto the dock. There is a white button on a keypad near the entrance that calls the building manager to let you in. If there are any problems please call [608.219.4967](tel:608.219.4967) for a building manager. Otherwise, you will be able to unload in the dock (there should be flat bed carts in the area), take the elevator at the end of the hall up to the second floor (don't use the stairwell as it is all key card access).

Varsity Hall will be on your right and the catering servery to your left. You can unload your items and return the cart back to the loading dock and park your car for the event. Unfortunately, you can't keep your vehicle on the dock. Lot 80 in Union South and 17, next to Engineering, are open to the public based on availability. The UW transportation website has a great map in case you don't know where these lots are located.

2. If you have a smaller amount of supplies to drop off you can park at the turnaround off Dayton Street. You are able to park in a spot here for 10 minutes. Take the elevator to the second floor and proceed to Varsity Hall. You should be able to leave your items here while you park your vehicle in an appropriate lot for the day. Lot 80 under Union South and lot 17, next to Engineering, are open to the public based on availability. The UW transportation website has a great map in case you don't know where these lots are located.

Please let me know if you have any questions.

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