



Dear UCR Entomology,

Thank you so much for agreeing to be a part of the 2024 California Botanic Garden ***Things that Go Bump in the Night*** event!

Here is some important logistical information:

DATE & TIME

The event is scheduled from 5:30 p.m. to 9:00 p.m. on Friday, October 18th and Saturday, October 19th at 1500 N College Ave, Claremont, CA 91711.

ARRIVAL & SETUP

You may arrive as early as 4:00 p.m. or otherwise stated in your contract to set up your station. Aim to have your station ready for the public by around 5:00 p.m. There will be a staff member at your station area who will introduce themselves to you as you arrive and serve as your primary contact person throughout the event. Please feel free to reach out to them if you need anything.

All requested setup furniture and materials will be provided. If you anticipate needing more chairs or other supplies, please let us know ASAP. Presenters are welcomed to bring their own tablecloths.

LOCATION & PARKING

Your station is located in the Outdoor Gallery, also known as the “Sage Gallery” or “Container Garden” (see attached map). Upon arrival, please consult the staff member at the main entrance gate who will direct you toward the correct driveway. You will be parking behind the Outdoor Gallery. Please note: this is NOT a public lot and space will be minimal, so please arrange to carpool if at all possible.

CLEANUP & DEPARTURE

Please do not start cleaning up your station before 9:00 p.m. If you need assistance getting your materials back to your car, please let the staff member at your venue know and we will arrange for a cart to help you out.



WEATHER

The event will be held rain or shine, barring dangerous winds, lightning, or torrential downpours. We will be in touch ASAP if any of these situations looks like they will come to pass.

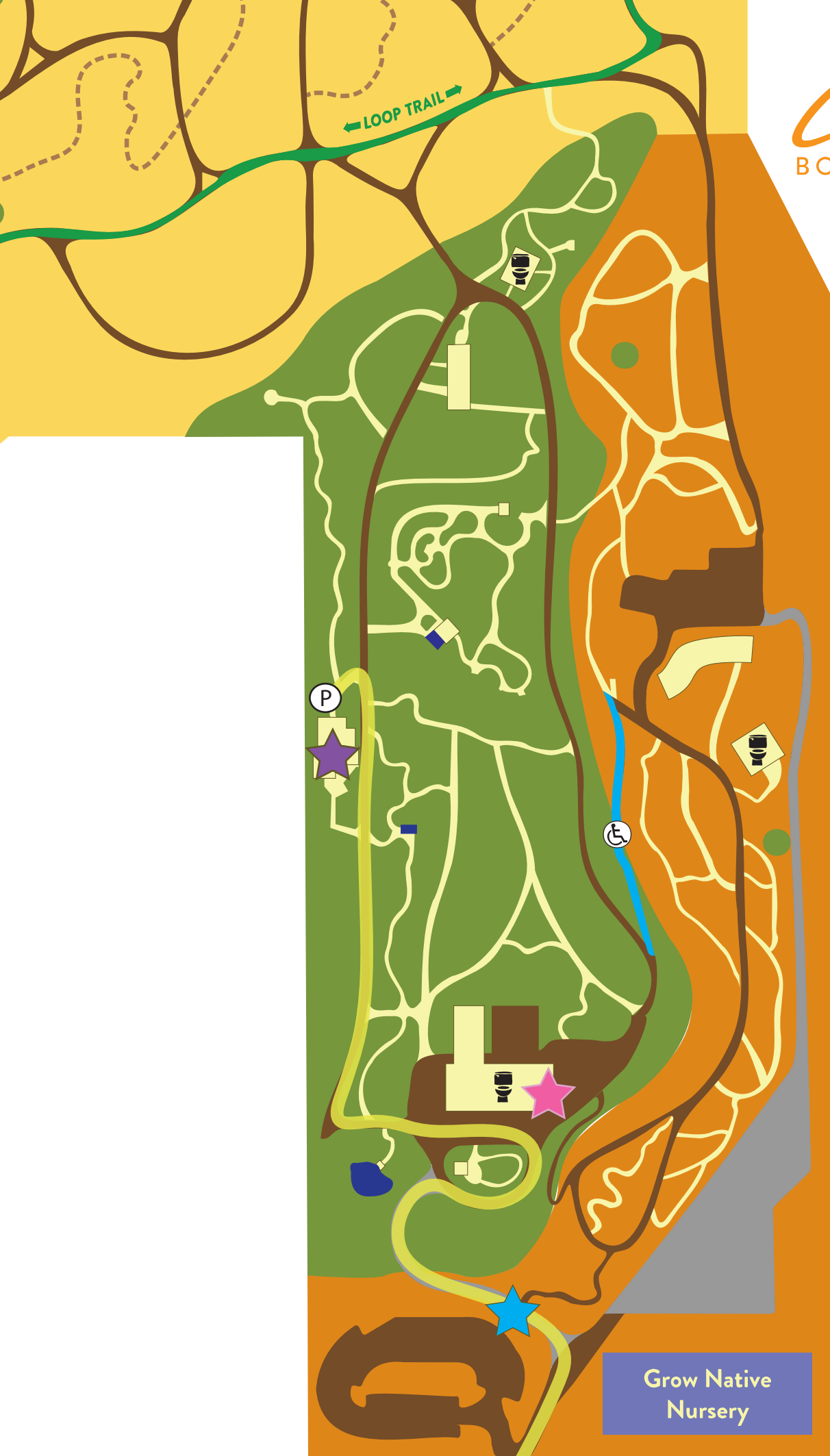
SNACKS & DRINKS

We will be providing light snacks and drinks to all volunteers and partnering groups in the Sycamore Room in the administration building at the south end of the Mesa. Feel free to stop by! There will also be food for purchase next to the California Courtyard.

EMERGENCY CONTACT

If you have a last-minute issue or day-of-event emergency, please contact Jennifer Scerra at 909.725.4311.

Thanks again and see you for the event!



Outdoor Gallery



Front Kiosk



Outdoor Gallery Parking



Your Assigned Station



Follow the Path!



Sycamore Room (snacks here!)