

## UCS Helpful Hints

Thank you for participating in the UCS as a seller! Please follow these helpful hints to make the drop-off process move as quickly as possible.

### NEW PACKING NOTES

- **Pack items by grade/subject or category.** This will help make the process of putting items on the tables for selling more efficient!

*Example: Pack all the same grades/subject s together; pack all the same categories together.*

- **Pack your materials in disposable containers such as cardboard boxes.** We cannot be responsible for returning containers to their owners.

### LOADING DOCK RULES AND ETIQUETTE

- Be kind to one another!
- Do not leave your vehicle unattended—NO PARKING is allowed in the loading dock area. (This includes anywhere in the backstage area adjacent to the loading docks.)
- Young children must remain in the car. For their own safety, children are not allowed on the loading dock.
- Each seller must have his or her own helper to carry in books.
- Drop off at the loading dock is a **two-step process**:
  - STEP 1 — Scan your master sheet. (Leave books in the car.)  
*Bring the master sheet and save-time waiver to the scanning table.*
  - STEP 2 — Unload your car.  
*Return to your car and bring your books into the UCS hall.*