

SPRING ARTS AND CRAFTS SHOW LOAD-IN AND ACCESSIBILITY

WHY LOAD-IN IS REGULATED

The MSU Campus and MSU Union celebrate over 100 years of rich history. However, as with many historic campus, space and parking can be limited.

To support smooth curbside parking, we limit the number of vendors scheduled per load-in slot. We regulate the size of vehicles permitted during load-in slots to ensure curbside space is used efficiently and no parking areas are left unusable.

Following these guidelines helps ensure a faster, more efficient, and less stressful load-in experience for everyone. Strong coordination between vendors and staff is key to making your experience outstanding.

WHAT IS THE LOAD-IN/OUT SELECTION PROCESS?

See following pages for detailed instructions and explanations.

1. Research and confirm your vehicle size when you apply.
2. Decided on your desired load-in location before confirming your booth.
3. "Purchase" your booth and load-in slot on Zapplication.
4. Receive and print or screenshot your **load-in pass (provided in Welcome Packet)**.

CONFIRM YOUR VEHICLE SIZE

You will select your vehicle size in your application. Prior to the event, we will confirm your vehicles size and provide an avenue to update your vehicle size if needed.

We require vehicle size information to:

- Ensure vendors request a compatible load-in location.
- Plan the appropriate amount of curbside space needed for load-in.

You will identify your vehicle by the **lengths listed below. Please Google your make and model is you are unsure.**

Vehicle Size	Description	Example Vehicles
Standard	16' or less	Sedans, Crossovers, Compact Cars
Mid-Size	17' - 20'	Full-Size Sedans, Mid-size SUVs, Minivans, Standard Trucks, Small Trailers
Mid-Size Tall	17' - 20' + Over 7' H	Vehicles listed above that are also taller than 7'
Large	21- 25'	Transit Vans, Cargo Vans, Extended Bed Trucks, Larger Trailers
Large Tall	21-25' + Over 7'H	Vehicles listed above that are also taller than 7'
Oversized	Over 25'	RV, Motorhomes, Extended Trailers

Note: Drivers of oversized vehicles or those with trailers **must be capable of parallel parking.**

DECIDE ON YOUR LOAD-IN LOCATION

Open Load-In

Open Load-In allows vendors to park in Ramp 6 (for standard and mid-size vehicles) or Lot 7 (for large vehicles, oversized vehicles, vehicles taller than 7', **or any vehicles with trailers**) and unload at their own pace. This flexible option is ideal for vendors who prefer a less structured load-in experience.

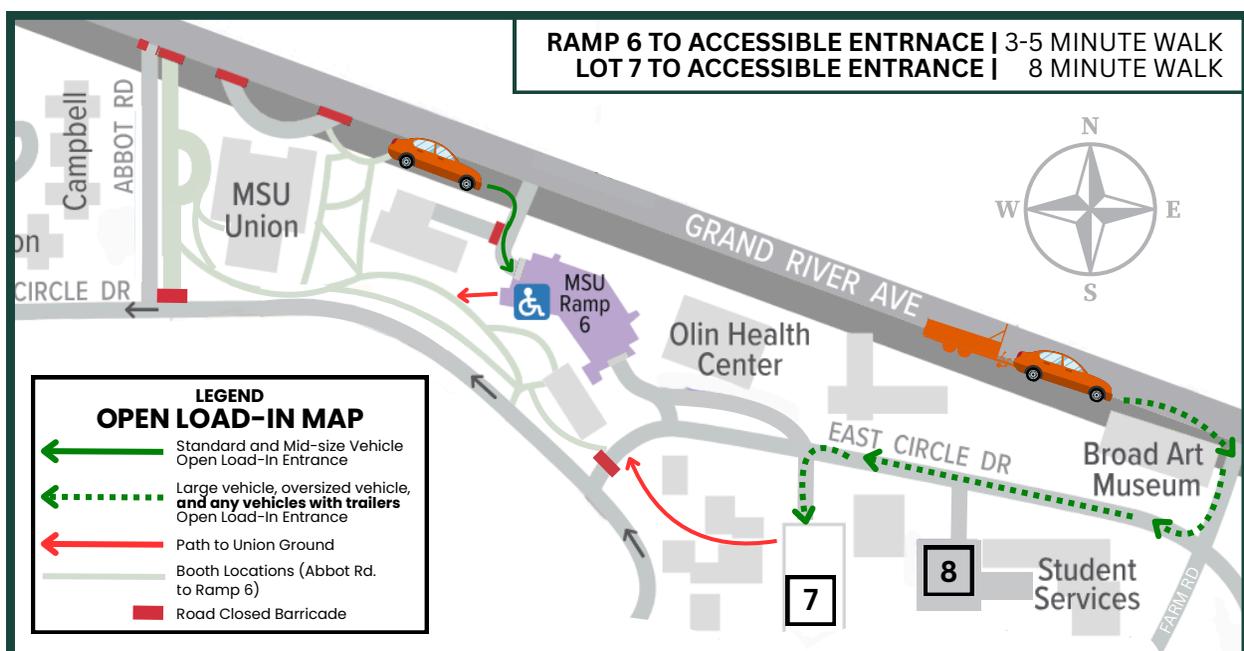
Pros

- Flexible arrival: Vendors may arrive anytime between 5:00 PM–9:00 PM on Friday or 6:00 AM–8:00 AM on Saturday—no need to coordinate a specific arrival time.
- No time limit: Unload at your own pace, with no requirement to move your vehicle immediately.*
- Design your route: Take time to orient yourself to the grounds, plan the most efficient path to your booth, and begin setting up your display while unloading—no need to unload everything before starting your setup.
- Come and go: Vendors may make multiple trips or return during any load-in period as needed.
- Usually no wait: Open Load-In typically has no wait or check-in delay. Curbside Load-In may require waiting at the checkpoint for a space to open.
- Simpler load-out: Open Load-In vendors do not require load-out approval. You may begin packing and leaving at your own pace, without needing a pass from staff. (Curbside vendors must receive approval before retrieving their vehicle.)

***Note:** All vendor vehicles must be moved to Lot 7 after Saturday morning load-in. Ramp 6 is reserved for patrons during show hours.

Cons

- Walking distance: Ramp 6 is about a 5 minute walk to the MSU Union. The route is flat and paved with wide concrete walkways. Some booths may be located directly outside of Ramp 6.
- Large and Oversized vehicles cannot use Ramp 6: Vehicles taller than 7', longer than a standard or mid-size vehicles, **or towing a trailer** must park in Lot 7, which is across the street from Ramp 6 and adds approximately 3 minutes to the walk.
- No direct curb access: Vendors must transport items from the ramp or lot to the building on foot—plan accordingly with carts or dollies.



OPEN LOAD-IN LOCATION

- Standard and mid-size vehicles enter Ramp 6 off Grand River Ave
- Large vehicles, oversized vehicles, **all vehicles with trailers** enter Lot 7 by turning onto Farm Rd and then proceeding to East Circle Drive.



***Vendors should park in Lot 7** (refer to Open Load-In Map) **after Curbside Load-In**, unless they are actively participating in the Open Load-In process for additional for transporting additional materials. Please move to Lot 7 after all materials have been unloaded.

DECIDE ON YOUR LOAD-IN LOCATION (CONT.)

Curbside Load-In

Curbside Load-In allows vendors to select a designated 45-minute window to park along Abbot Road or West Circle Drive. This option is designed to work in combination with Open Load-In—vendors may arrive early to begin unloading lighter items or use Open Load-In after their curbside time to finish unloading or move transport supplies.

Pros

- Allows convenient unloading of heavy items, hopefully, closer to your booth location.
- Recommended for:
 - Vehicles longer than a standard pickup truck (“Large” and “Oversized”)
 - Vehicles taller than 7’
 - Vehicles with trailers (any size)

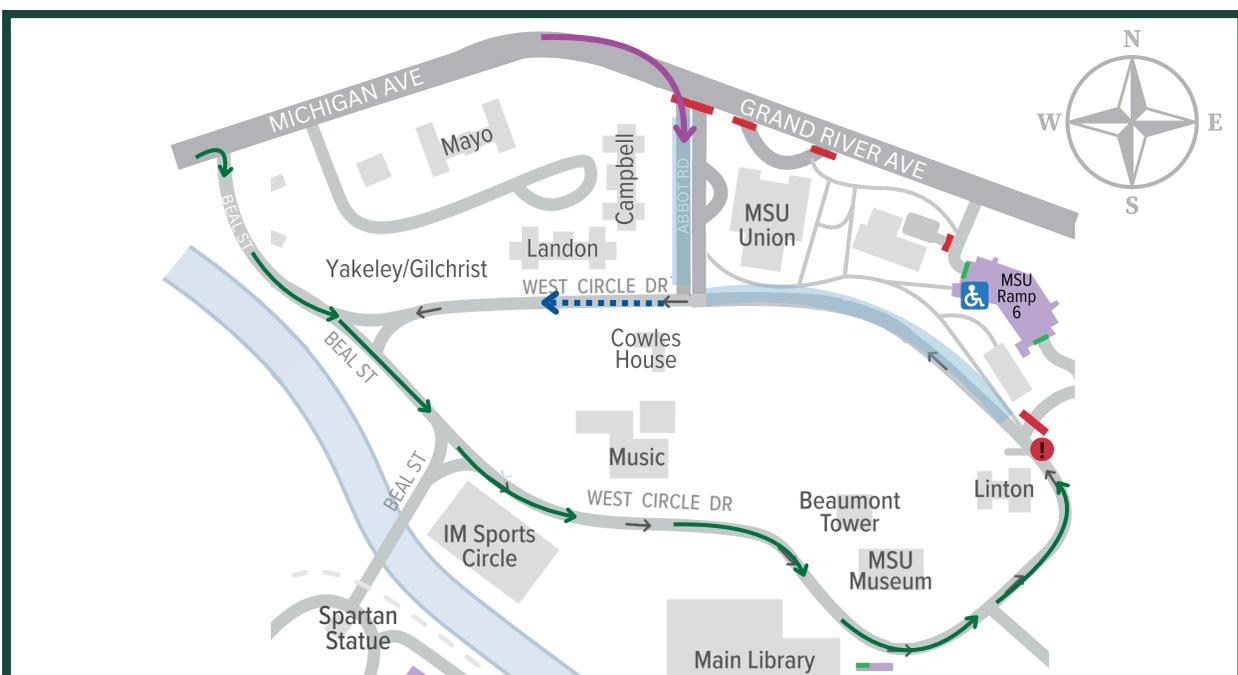
*We try to get you as close as possible to your booth, but that is not always possible. There is no guarantee you will unload next to your booth.

Note: Ramp 6 cannot accommodate large/oversized vehicles, vehicles with trailers, or vehicles taller than 7’; vendors with these vehicles must use Lot 7 for Open Load-In.

Cons

- Strict 45-minute window: This time is for unloading only—not for booth setup.
- You may need to wait at the checkpoint until a curbside space becomes available.
- You will be directed to the next available space—**you may not wait for a preferred location to open.**
- Coordinating arrival timing, parallel parking, and working under a time limit may be challenging for some vendors.
- Curbside Load-Out requires vendors to completely pack up their booths and obtain a load-out pass from staff—issued only after verification—before they can retrieve their vehicles.

After the show, vendors typically have fewer items. You may select Curbside Load-In and transition to Open Load-Out for a faster exit. Open Load-Out does not require booth verification and staff approval to retrieve your vehicle.



LEGEND CURBSIDE LOAD-IN MAP

- ← "Beal" Curbside Load-In Entrance
- ← "Abbot" Curbside Load-In Entrance
- ← Curbside Vehicle Exit
- ! Curbside Load-In Checkpoint
- Road Closed Barricade

*Vendors should park in Lot 7 (refer to Open Load-In Map) after Curbside Load-In, unless they are actively participating in the Open Load-In process for additional for transporting additional materials. Please move to Lot 7 after all materials have been unloaded.

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PURCHASING YOUR LOAD-IN SLOT

Purchase your load-in slot at the same time as your booth.

The earlier you purchase your booth, the better your chances of securing your preferred time and location. Load-In Slots **must** be purchased at the **same time** as your booth. *Do not purchase before your booth fee - it will not be honored.*

Only purchase one load-in slot.

Do not select multiple time slots or load-in types. You **may not** select multiple Curbside Load-In time slots to extend your load-in period. Multiple purchases will not result in additional time or space - it will forfeit all load-in times.

- **Do not purchase both Curbside Load-In and Open Load-In.**

All vendors automatically have access to Open Load-In—no separate selection is needed.

- **Load-In changes must be made through show staff.**

If your plans change, do **not** purchase an additional load-in slot on your own; duplicate purchases will not be honored and void all times selected.

- **Your selected load-in location is also your assigned load-out location.**

- **If you do not purchase a load-in slot, you will be assigned to Open Load-In by default.**

In short, purchase **one slot** when you pay for your booth, and contact show staff for anything else.



IMPORTANT

Your proof of purchase, i.e. Zapplication receipt, **is not** your official load-in pass.

You will receive an official Curbside/Open Load-In Pass in your Welcome Packet.

This pass must remain in your dashboard window **at all times**.

*Proof of purchase **will not** be accepted at the Curbside Load-In checkpoint.*