

Load-In Process

Your load-in **time and location** is listed on the load-out pass received via application.

One of the most difficult parts of this process is controlling traffic and the flow of load-in. In order to have a smooth and safe Outstanding Spartan Experience, we **ask that you arrive at your scheduled load-in time and location.**

We are unable to accommodate vendors who arrive early and you will be asked to wait in the parking ramp until your time slot. If you experience delays, we will try to accommodate you as soon as possible.

LOAD-IN PROCESS:

1. Identify your load-in time and location on the pass below.
 - a. If you need adjustment to your load-in time, please complete [this form](#).
 - b. We will notify you and you will receive a new load-in pass if we are able to accommodate your need.
 - c. This form will not be monitored after **Tuesday, November 28th, 2023**.
We are unable to support changes to load-in after that time.
2. Print your load-in pass and place it in your driver's dashboard window. This should remain during the entire show and is required for load-out. This pass will also prevent unnecessary towing. We are not responsible for vehicles that are towed due to illegal or unregistered parking.
3. Please have your load-in pass and booth number ready when you enter MSU Campus.
4. Ensure you know directions to your load-in location, exit route, and parking before arriving. North Campus is historic and sometimes difficult to navigate.
5. As a reminder, vendors can choose to use open load-in via Grand River Ramp 6 at any time. This is unscheduled, but must take place between Friday 5:00 PM - 9:00 PM or Saturday from 6:00AM - 8:00 AM. All passes are accepted at Grand River Ramp 6 for unloading or parking.

CURBSIDE LOAD-IN

1. All Curbside Load In will enter via Beal Entrance to West Circle Drive.
 - a. There will be signage stating all vendors should stay in the right hand lane. Passes are required.
 - b. The left lane **must remain open to through traffic and emergency vehicles at all times.**
 - c. Near the MSU Union, you will hit a checkpoint. You will be asked to confirm your booth number and show a parking pass before being directed to park along West Circle Drive or Abbot Road.
 - d. The accessible ramp is located on the west side of the MSU Building, along Abbot Road. All other entrances have staircases.
 - e. Curbside Load in can always shift to Ramp 6 Load In without notice.

RAMP 6 OPEN LOAD-IN

- Vendors can only enter Ramp 6 by going Eastbound on Grand River Avenue.
- **You will not be able to enter/exit Ramp 6 via the East Circle Drive/South Entrance, as this is blocked for show traffic.**
- You may park in RAMP 6 and unload at your own pace.
- When exiting during load-in, please avoid using the South Exit along East Circle Drive unless necessary. For flow of traffic, it is preferred vendors exit Ramp 6 onto Grand River Avenue during load-in.

PARKING

- After load-in, vendors park in RAMP 6, accessible via Grand River Avenue
- RAMP 6 has a 7' clearance. It cannot accommodate pull through parking.
- **Trailers and Oversized Vehicles** should park in Lot 7 or Lot 9.
- Standard vehicles are also able to park in Lot 7 & 9 if desired.
- Lot 7 & 9, accessible via Farm Lane/Collingwood Dr.
- MSU does not allow for overnight parking, camping, or generators on University Grounds.

GPS

MSU UNION - Using the MSU Union address may lead you to an entrance that is not open to vehicles. We recommend using the coordinates for Beal Road: 42.734060, -84.490487

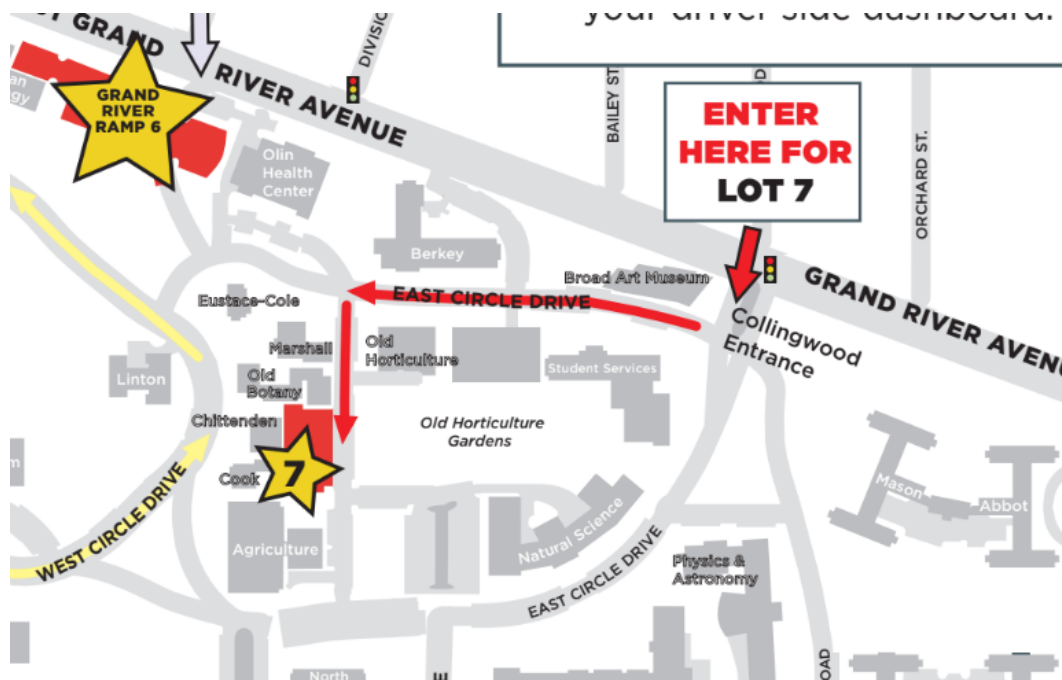
RAMP 6 - The address for RAMP 6 is 6, East Lansing, MI 48823. The coordinates for the correct entrance are: 42.734060, -84.480851

LOT 7 - The address for Lot 7 is 7, East Lansing, MI 48824. The entrance to Lot 7 is: 42°43'57.2"N 84°28'43.3"W.

LOT 9 - The address for Lot 9 is 9, 577 Auditorium Rd, East Lansing, MI 48824

* All addresses and coordinates above were identified using Google Maps.

Lot 7 & 9 Directions Close Up



LOAD-IN MAP

Event parking in Grand River Ramp 6.
Trailers and oversized vehicles in Lot 7 and 9.
PLEASE ARRIVE AT YOUR DESIGNATED TIME.

