

Load-In, Load Out, and Parking

TIPS:

- Arrive at your designated time and location. We try to accommodate your request, but we have limited space. For a smooth process, we need all vendors to arrive as scheduled. We will not allow vendors who arrive early to load-in.
- Wait in Ramp 6 if you arrive early. You can start your unload process from Ramp 6, and then complete pull up curbside during your load in time.
- Be patient and flexible with our volunteers. We try to get you as close as possible to your booth, but curbside load-in likely not be directly in front of your booth.
- Construction: Lansing and East Lansing have significant construction and road closures, including closing Michigan Ave East of 127, Exit 8 (127 N. East Lansing/Flint) and 127 NB from Sandhill to 496 EB. Please plan ahead and use caution in these areas.
- Curbside Load-In is only valid during the time you on your load-in pass. If you need to unload more items at another time, i.e. Saturday Morning, you should utilize Ramp 6.
- Industrial Laundry Carts are available near RAMP 6 and the south of the MSU Union.

As a reminder, all 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.

LOAD-IN PROCESS:

Before You Arrive:

1. Identify your load-in time and location on the load-in pass.
2. Find the corresponding Load-In Entrance on the map.
3. Confirm your booth number on Zapplication.
4. Print or screenshot your Load-In Pass.
5. Ensure you know directions to your load-in location, exit route, and parking before arriving. North Campus is historic and sometimes difficult to navigate.
6. If you need adjustments to your load-in time, please complete this form.
 - a. We will notify you and you will receive a new load-in pass if we are able to accommodate your need.

- b. This form will not be monitored after **Monday, May 13th, 2024**. We are unable to support changes to load-in after that time.
- c. We cannot accommodate everyone's preferred time, particularly along Abbot

When You Arrive:

- 7. Once at the Load-In Zone, you will stop at a check-point.
- 8. Show Staff will ask for your booth number and load-in pass.
- 9. Show Staff will provide a parking pass. This should be kept in your driver side dash at all times during load-in, the show, and load-out.
- 10. Show Staff will coordinate parking you as close to your booth as possible.
- 11. You will have 45 minutes to unload your vehicle. The goal is to unload and move your vehicle, not set up your booth.
- 12. After 45 minutes, show staff will request you move to RAMP 6 to complete your load-in process.
- 13. Vendors should only park in RAMP 6 (Patron Parking) when the show is not open. Vendors should follow instructions for parking in Lot 7 or Lot 62, depending on their vehicle. Trailers, vehicles longer than a standard parking spot, and vehicles taller than 7' **cannot** park in RAMP 6 and will be towed.

PARKING:

- 14. Vendors should only park in RAMP 6 (Patron Parking) when the show is not open.
- 15. Standard Vehicles should park in Lot 7. Oversized Vehicles and vehicles with trailers should park in Lot 62. If you drop your trailer, you can park in Lot 7.

Lot 7 | 8 MIN WALK LOT 62 | 12 MIN WALK

- 16. A shuttle will run during Load In and Load Out between the MSU Union and Lot 62. If you have concerns about accessing merchandise during the show, we have storage available inside the MSU Union. Storage Fee is \$20 and should be purchased on Zapplication. ‘
- 17. Accessible Parking for vendors can be found in the RAMP 6 and along West Circle Drive, just west of Abbot Road.
 - a. **Please don't use the accessible parking along Abbot if possible. Show Staff to direct you to equally close accessible parking. This significantly impacts our load-in and load-out processes and patron accessible parking.**

We must be more strict with parking and load-in/load-out this year. You will see an increase in ticketing and towing. We will not allow vendors who don't follow instructions in the show next year.

LOAD OUT:

Any vendor can choose to load-out via RAMP 6. You can skip the load out process if you loading out RAMP 6.

Pack Up:

- Do not close before 5:00 PM on Sunday without permission.
- Fully pack your booth - all inventory, tents and walls collapsed, etc. You should be ready to directly load into your vehicle.
- Please help our staff by removing the booth tape on the floor.

Take a Photo:

- Take a picture of the booth area and go to Headquarters, Yellow or Blue Info booth for a load out ticket.
- If you do not have technology for taking photos, go to the info booth & request a staff member physically verify your booth.

Retrieve Your Vehicle

- Once you have received a load-out ticket, you can retrieve your vehicle.
- Load-out from the same location you loaded-in from.
- You will need your parking pass in your drivers dash to verify curbside load out, in addition to the load out ticket.

Do not send someone to get your vehicle before receiving a load out pass.

Do not park in handicap spots without permit before load out - you will be ticketed & towed.