

Load-Out Information

Safety Is Our Priority

Failure to follow instructions puts our staff in danger. Vendors who ignore staff instructions will be immediately removed from the show without refund and banned from all future shows.

LOAD-OUT LOCATION:

- You should return to the same area you used for load-in, i.e. Ramp 6 Open Load-In, Beal Entrance Load-In.
- RAMP 6 Open Load-In does not need to follow the load out process. You can navigate to the Grand River Entrance from Lot 7 and directly Load-Out. Be aware you cannot travel west on East Circle Drive due to road closures.
- Any vendor can load-out from RAMP 6 without notifying staff. RAMP 6 does not require load-out passes.

PROCESS:

1. Booths must remain open to patrons until 5:00 PM on Sunday.
 - a. **Do not retrieve vehicles or send someone to retrieve your vehicle at this time. It will be turned away.**
2. Fully pack up your booths
 - a. Fully packed means all displays and inventory is packed, tents have been collapsed, shelving and walls are collapsed, and all items are ready to be moved directly to your vehicle. Please help our show staff by removing the booth tape.
3. Take a picture of the booth area and go to Blue Zone or Yellow Zone Info Booth
 - a. If vendors do not have technology for taking photos, they can go to the information booth and request a staff member to physically verify their booth.
4. You will receive a load-out pass.
 - a. **No vehicles will be allowed to enter without a load-out pass. Please do not send an associate to retrieve your vehicles before receiving this pass.**
5. Navigate to the Abbot or Beal Entrance, as applicable. Be aware you cannot enter West Circle Drive from East Circle Drive (Lot 7). You must turn right when exiting Lot 7.
6. You must display your Load-in Pass and your Load-out pass at the checkpoint.
 - a. Keep the left lane open for emergency vehicles and existing vendors.
 - b. Be conscious of the time your vehicle is parked for load-out and avoid blocking/stalling traffic for other vendors
7. Please be patient with our show staff. Load-out has unpredictable rushes and grace and patience is appreciated!