

# MSU SPRING ARTS AND CRAFTS SHOW LOAD-IN DISCLAIMERS

## PROCESS, RULES, DISCLAIMERS

Managing traffic and flow during load-in is one of the most challenging parts of this event. To help keep load-in safe and efficient, **please arrive at your scheduled load-in time and location**, listed on your **Load-In Pass**.

- Early arrivals will be **turned away**. We cannot accommodate vehicle before their scheduled time.
- Be **kind to our staff**. Load-In is stressful for everyone – let's work together.
- **Follow staff instructions at all times**. Failure to do so may result in removal from the show without refund.

## ZERO TOLERANCE POLICY

### GROUNDINGS FOR IMMEDIATE REMOVAL & FUTURE BAN

- Shouting at, swearing at, or harassing members of our team.
- Ignoring or driving over traffic cones or barricades.
- Driving past a checkpoint after being directed to stop.
- **Any driving behavior that endangers staff or others**, including:
  - Ignoring staff instruction
  - Driving at excessive speeds
  - Accelerating aggressively or in anger
- Driving the wrong way down West Circle Drive to bypass traffic or reach a preferred location.

## LOAD-IN ENDS AT 9:00 PM

- Load-In ends at 9:00 PM.
- Abbot Rd. and West Circle Dr. reopen at that time.
- Parking along West Circle Dr. is **not permitted**.
- Legal parking is available along Abbot Rd.
- **Vehicles parked illegally after 9 PM are subject to being ticketed and towed.**

## INFO INCLUDED:

This packet includes:

- Instructions for Curbside Load-In
- Instructions for Open Load-In
- A Note from the Show Director: Zero Tolerance

# MSU SPRING ARTS AND CRAFTS SHOW LOAD-IN INSTRUCTIONS

A guide to our load-in/out process for new vendors can be found [here](#).

## OPEN LOAD-IN

- **Available to all vendors**, regardless of assigned load-in slot.
- You may arrive anytime on Friday (5:00 PM – 9:00 PM) and Saturday (6:30AM–8:00 AM) to unload.
- There is **no time limit** for unloading – move at your own pace.
- **Standard vehicle and mid-size vehicles** – without trailers – should use **RAMP 6**. Please enter **and leave** via Grand River Ave. Do not use the south exit onto East Circle Drive.
- **Large vehicles, oversized vehicles, and any vehicle with a trailer** should utilize **Lot 7** for Open Load-In. Enter via Grand River Ave > Farm Rd > East Circle Drive.
- Vendors should follow the “Vendor Entrance” signage. The south and east Entrances have short stair cases. The west entrance along Abbot Rd has an accessible ramp.
- Navigational maps are located inside the building near both the west and east elevators to help you identify the best route to your booth.

## CURBSIDE LOAD-IN

- **Print/save your Load-In Pass**. Proof of purchase is **not a valid** load-in pass.
- Enter at your designated entrance:
  - Abbot Load-In should enter via Grand River Ave.
  - Beal Load-In should enter via **Beal Rd off Michigan Avenue**.
  - All other West Circle and Abbot Rd Entrances are closed.
- Follow signage to the **“Passes Only” Checkpoint**.
- Provide your **Load-In Pass** and booth number to staff.
- You’ll receive a **time-stamped parking pass**. You have **45 minutes** to unload. Focus on unloading – not transportation and booth set up.
- **Move your vehicle to Lot 7** as soon as possible.
- Keep your parking pass **visible at all times**. Keep your Load-In pass as well.
- **Both Abbot Load In and Beal Load In will exit via West Circle Drive > Beal Road**. Navigate to Grand River > Farm Rd > East Circle Dr for Lot 7 Parking.

## PARKING AFTER LOAD-IN

- After Load-In, **Curbside and Ramp 6** should relocate to **Lot 7**.
- No parking is allowed in Ramp 6 during show hours. **Vendors must park in Lot 7**.

*More customer parking = more shoppers = more sales!*

## REMINDER:

- RAMP 6 cannot accommodate vehicles with trailers, vehicles taller than 7', or vehicles longer than a standard parking space.
- Pull through vehicles must use Lot 7.

## GPS COORDINATES:

- It is recommended you use the coordinates below due to road closures. Please **cross-reference your route** with the Load-In Map road closures.

CURBSIDE LOAD-IN BEAL RD ENTRANCE	42.734060, -84.490487
CURBSIDE ABBOT ENTRANCE	42.735100, -84.483934
OPEN LOAD-IN (RAMP 6 ENTRANCE)	42.734060, -84.480851
OPEN LOAD-IN & VENDOR PARKING (LOT 7)	42°43'57.2"N 84°28'43.3"W

*All coordinates above are sourced from Google Maps*

# MSU SPRING ARTS AND CRAFTS SHOW ZERO TOLERANCE POLICY

## A NOTE FROM THE SHOW DIRECTOR

We're incredibly proud that the feedback we receive most often from vendors highlights how much our staff genuinely cares - how willing they are to go the extra mile. We know this show is more than just a weekend event - for many of you, it's your livelihood, and we take that to heart.

Our vendors are exceptional: respectful, patient, and cooperative. We deeply value the relationships we've built year after year. Our team works hard to support you - every policy, traffic plan, and point of entry is designed with your best interests - and safety - in mind.

Unfortunately, in recent years, there have been several incidents during load-in and load-out where vendors have lost their temper and put our staff in harm's way - including a particularly dangerous incident this past spring - because they did not agree with staff direction.

Let me be clear: **this behavior is wholly unacceptable.** It is the fastest way to be permanently banned from the show.

**Our staff is predominantly students.** They are learning, under our supervision, how to plan and execute large-scale events while developing real-world skills in customer service, delegation, communication, and logistics. This show is a hands-on learning experience for them, and your patience, professionalism, and respect support their professional growth.

I expect professionalism and respect from everyone on-site. Cursing, yelling or endangering others will result in immediate removal and a permanent ban from future shows - without discussion.

**The safety of our staff is non-negotiable.**

We will continue to go the extra mile for you, but we will not tolerate vendors who are unwilling to extend the same good faith and respect in return.

Your cooperation is expected - and greatly appreciated.

Sincerely,

A handwritten signature in black ink, reading "Sara Strat". The signature is written in a cursive, flowing style with a long horizontal line extending from the end of the name.