

# MSU SPRING ARTS AND CRAFTS SHOW LOAD-OUT

## CLOSING YOUR BOOTH

- Do **not** close before **5:00 PM on Sunday** without permission.
- **All vendors** may use **Open Load-Out**. Only those who used **Curbside Load-In** may use **Curbside Load-Out**.
- **CURBSIDE: DO NOT RETRIEVE, OR SEND SOMEONE FOR, YOUR VEHICLE.**

## LOAD-OUT INSTRUCTIONS

### OPEN LOAD-OUT

- Standard or mid-size vehicles: Move from Lot 7 to Ramp 6
- Large/ oversized vehicles or any vehicles with trailers: Remain in Lot 7.
- You **do not need** a load-out pass from staff.
- You're ready to go! Start loading out.

### CURBSIDE LOAD-OUT

1. **Do not retrieve**, or send someone to retrieve, your vehicle before you receive your load-out pass.
2. Booths must be **fully packed** before requesting a load-out pass. **Fully packed** is defined as:
  - All displays and inventory is dismantled and stored.
  - Side walls and grids are collapsed and stacked.
  - All items are ready to be moved directly into your vehicle.
3. **Take a photo** of your fully packed booth.
  - Show the photo to staff at the **YELLOW** or **BLUE** Info Booth to receive your Load-Out Pass. No camera? Ask staff to verify in person.
4. Retrieve your vehicles and present **both Load-In** and **Load-Out Pass** to Traffic Checkpoint.
  - **No Pass = No entry** and **no waiting** in line. *Do not send someone to retrieve your vehicle until they have the Load-Out Pass in hand.*
5. Be mindful of how long you're parked to load-out.
6. Work with staff to keep traffic flowing by pulling forward as spaced opens.

### **Please be patient with our staff.**

Load-Out often has congestion and unpredictable rushes.  
Your grace and understanding goes a long way.

## LOAD-OUT ENDS AT 9:00 PM

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- 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.**

DON'T WANT TO WAIT FOR A LOAD OUT PASS?

All vendors can use the Open Load-Out process if desired.