

# Load-In Process, GPS, and Parking

One of the most difficult parts of this process is controlling traffic and the flow of load-in. **We ask that you arrive at your scheduled load-in time and location.** Your load-in **time and location** is listed on the load-out pass received via Zapplication.

## **DISCLAIMERS AND RULES**

**We are unable to accommodate vendors who arrive early.**

You will be turned away.

Be kind to our staff - they are stressed too.

## **FAQs**

- I need a different load in time. Can I show up earlier/later/curbside?
  - Possibly - You can request a different load in time by completing this [form](#) by Thursday May 15th.
  - We cannot change the load in times after May 15th.
  - Your request may be denied. We only have so much road to park vendors along.
  - Staff Tip: Trust us, you want the later time. It's much faster and smoother.
- I arrived early - can I start by curbside load-in early?
  - No. If you arrive early, you can unload lighter items by utilizing Ramp 6 - Open Load In. Vehicles taller than 7' and longer than 20' can use Lot 7.
- I arrived late - can I still unload curbside?
  - Yes - proceed as normal - we'll park you as soon as we are able to.
- I couldn't unload in 45 minutes - can I have more time curbside?
  - We wish we could provide more time. Unfortunately we have 200 vendors to load in. Please utilize Ramp 6 Open Load-In to finish unloading your items. Vehicles taller than 7' and longer than 20' can use Lot 7.
- I have curbside load-in on Friday. Can I unload on Saturday morning?
  - Yes - at Ramp 6 - Open load-in. Please park in Lot 7 after unloading.
- I've decided at the last minute that I want to use Ramp 6 - Open Load - is that okay?
  - Yes. Curbside Load-In can always shift to Ramp 6 Load-in without notice.
- My vehicle is taller than 7' - can I use Ramp 6?
  - Ramp 6 has 7' clearance. Park in Lot 7.
- My vehicle has a trailer or is longer than 20' - can I use Ramp 6
  - No. Vehicles taller than 7' and longer than 20' can use Lot 7.

## **RAMP 6 OPEN LOAD-IN PROCESS:**

RAMP 6 has a 7' clearance. It cannot accommodate pull through parking.

**Vehicles taller than 7' and longer than 20' can use Lot 7.**

### **PREPARING FOR LOAD-IN**

1. Print or screenshot your load-in pass.
2. **Keep this in your dashboard for the whole show - it acts as your parking pass!**
3. This pass will also prevent unnecessary towing. We are not responsible for vehicles that are towed due to illegal or unregistered parking.

### **LOAD IN PROCESS**

- All vendors can use Ramp 6 - Open Load In
- You may arrive any time on Friday 5:00 PM - 9:00 PM and Saturday 6:00 AM - 8:00 AM to unload.
- There is no time limit for unloading - unload at your own pace.
- You must access Ramp 6 via Grand River Avenue.
  - **The East Circle Drive Entrance is blocked - you cannot enter or exit via the South exit.**
- Exit via Grand River.
  - To access vendor parking:
    - Make a right hand turn on to Grand River Ave. **Do not use the south exit of Ramp 6 onto East Circle Drive.**
    - Proceed to the second traffic light.
    - Turn right at the second light/Broad Art Museum onto Farm Lane.
    - Take the first right (it's quick!) onto East Circle Drive.
    - Turn left into Lot 7. It's easy to miss. Look for the signs or utilize the GPS coordinates below.

## **CURBSIDE LOAD-IN PROCESS:**

### **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.

### **PREPARING FOR LOAD-IN**

1. Print or screenshot your load-in pass.
  - **Keep it there for the whole show - you'll need it 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.
2. Have your booth number ready.
3. Review the Load-In Map and see details below about entering load-in zones.
4. Once parked, you have 45 minutes to unload your items. Do not set up your booth or go to dinner until you have moved your vehicle.
5. Both Abbot and Beal (West Circle) curbside load-in will exit via West Circle westbound. Navigate to Grand River to park in Lot 7 - Vendor Parking.

### **BEAL ENTRANCE**

- Enter via Beal Road off Michigan Avenue.
  - All other entrances to West Circle Drive are blocked.
- There will be signage along Beal Rd and West Circle Drive to direct you.
  - Stay in the right lane. The left lane **must** remain open to through traffic and emergency vehicles.
- Near the MSU Union, you will see a "Passes Only" check point.
  - Stop and provide the checkpoint with your load in pass and booth number.
  - Staff will provide you a load-in pass. You have 45 minutes from the time on the pass to unload.
  - Staff will direct you where to park as soon as space is available.
  - We will park you as close as possible to your booth. However, this may not be possible.

### **ABBOT ENTRANCE**

- Navigate to ensure you are headed eastbound on Grand River, before Harrison Rd.
  - All other entrances to Abbot Road are blocked.
- There will be a sign indicating the entrance to Abbot Rd. Turn right onto Abbot Rd.
- You will be immediately stopped at a checkpoint.
  - Provide the checkpoint with your load in pass and booth number.

- Staff will provide you a load-in pass. You have 45 minutes from the time on the pass to unload.
- Staff will direct you where to park as soon as space is available.
- We will park you as close as possible to your booth. However, this may not be possible.
- Park only where staff direct you, in designated parking spaces. The lane **must** remain open to emergency vehicles and vendors existing load-in.

## **GPS**

[INTERACTIVE CAMPUS MAP](#) |

### **ABBOT ENTRANCE -**

Entrance Point: 42.735065, -84.483894  
MSU Union: 49 Abbot Rd, East Lansing\*

\*Using the MSU Union address may lead you to an entrance that is not open to vehicles

### **BEAL ENTRANCE**

Entrance Point: 42.734826, -84.487800  
514 E Michigan Ave, East Lansing\*

\*This address is for a building on the southbound side of Michigan Avenue. It is directly across from the Beal Entrance.

### **RAMP 6 -**

Entrance Point: 42.734060, -84.480851  
449 East Circle Dr, East Lansing\*

\* Ensure you enter from the North entrance off Grand River. =

**LOT 7 -** 466 W Circle Dr East Lansing, MI 48824

## PARKING

- **Keep your curbside parking pass or load-in pass in your window at all times.**
- After load-in, **all vendors park in Lot 7.**
- MSU does not allow for overnight parking, camping, or generators on University Grounds.

For your benefit,

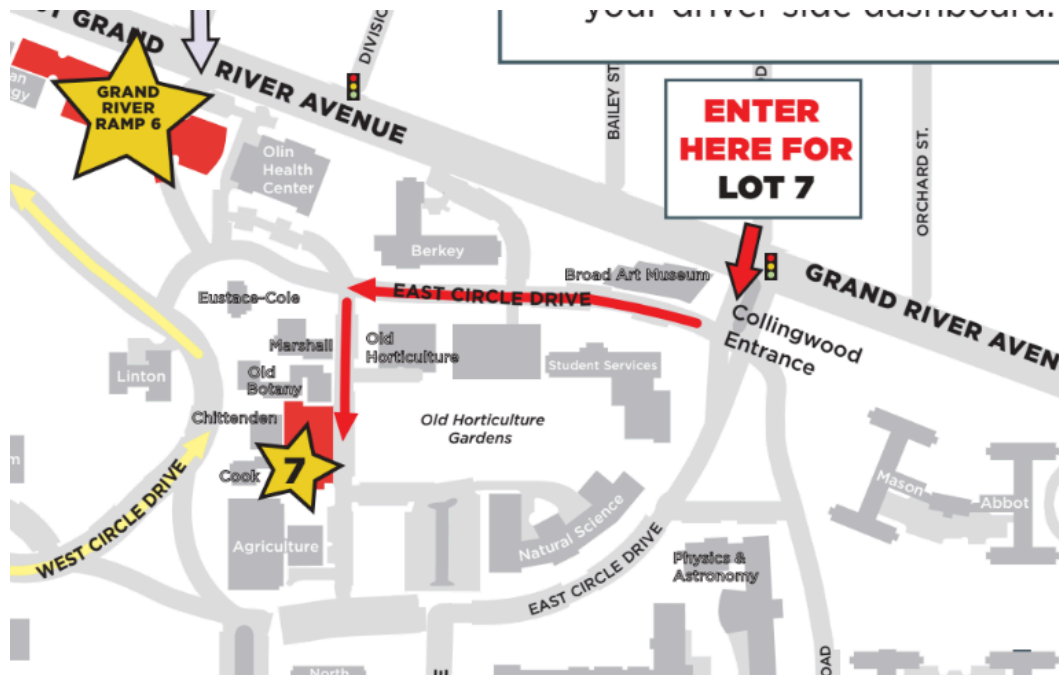
**Do not park in Ramp 6 during the Show**

We anticipate 40,000 patrons.

More parking in Ramp 6 = more patrons.

**More patrons = more sales**

**Lot 7 Directions Close Up**





### LOAD-IN

- Have your load-in pass and booth number ready.
- Do not arrive early.
- Vendors can switch to RAMP 6 Load-In/Out at any time.

### LOAD-OUT

- Load-Out from the same location.
- You must provide load-out ticket and original Load-In Pass
- Do not retrieve vehicles before receiving load-out tickets

**ALL VENDORS PARK IN LOT 7 DURING THE SHOW**

## WINTER ARTS AND CRAFTS SHOW