

Tips for a Smooth Show

A smooth and successful show requires coordination. To help us provide the best experience for all show staff, volunteers, vendors, and patrons, please follow the rules below.

Load-In:

- **Please do not arrive before your load-in time and adhere to the time and location you are scheduled for load-in.**
- Have your booth number and load-in pass ready when entering MSU.
- Do not set up your booth or go to dinner until you move your vehicle from the load-in zone. The goal of the load-in zone is to unload your items and quickly move the vehicle.
- If you need adjustments to load-in times, please [complete the form](#) on the load-in information by **Tuesday, November 28th, 2023**. zone. No changes are possible after that time.

During the Show:

- Be kind and courteous to your fellow vendors and show staff.
- Start your day with a caffeine boost! Vendors can find free tea and coffee at the Show Headquarters, located on the **1st floor near MSU FCU**.

Load Out:

- Review the requirements for Load-Out Passes.
- **Do not retrieve your vehicle until you have received a Load-Out Pass. Do not send another party to retrieve your vehicle before you have received your load in pass.**
- Be patient as our staff manages a high volume of vendors.
- Complete our show evaluation so we can improve your experience in future years!