

MSU WINTER 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

GROUND FOR IMMEDIATE REMOVAL & FUTURE BAN

- Shouting at, swearing at, or harassing members of our traffic team.
- Ignoring or driving over traffic cones.
- 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.

INFO INCLUDED:

This packet includes:

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

MSU WINTER 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 (6:00AM-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 from **Beal Rd off Michigan Avenue**. All other West Circle 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.
- **Exit via Beal Road** and navigate to Grand River > Farm Rd > East Circle Dr.

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.

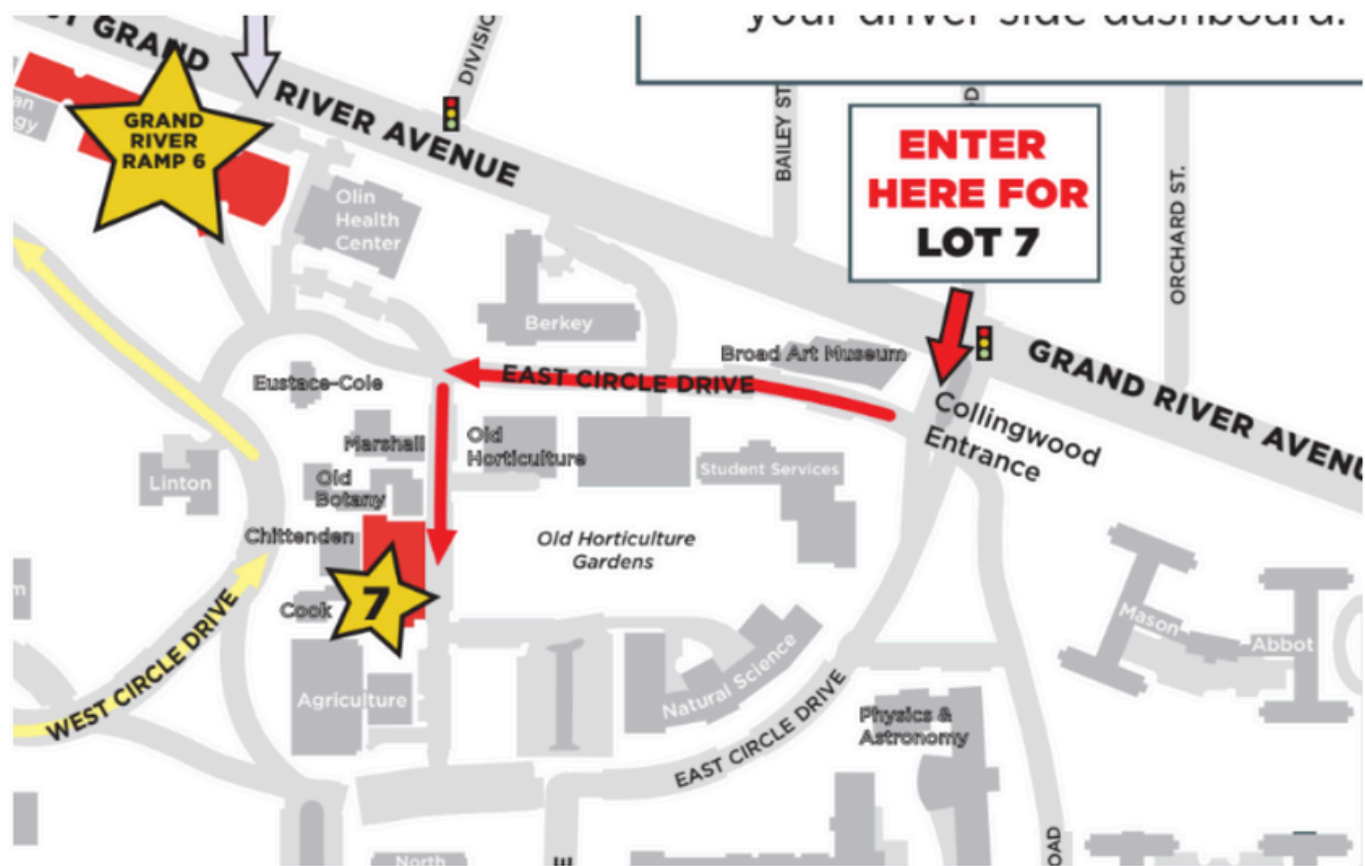
GPS COORDINATES:

- 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
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 WINTER ARTS AND CRAFTS SHOW LOAD-IN INSTRUCTIONS



ENTER HERE
BEAL ENTRANCE
CURBSIDE LOAD-IN

ENTER HERE
RAMP 6 LOAD-IN
7' Clearance | No Pull Through
PATRON PARKING ONLY
DURING SHOW

**VENDOR
PARKING
ENTRANCE**
LOT 7

The map shows the area around the show, including Michigan Ave, Beal Rd, Abbott Road, Campbell, Grand River Ave, Mac Ave, Charles, Division, Bailey, Farm Lane, Collingwood Dr, Physics, Student Services, Old Horticulture, Broad Art Museum, Berkey, Olin, East Circle Dr, West Circle Dr, Union, Ecology, Beaumont Tower, IM Sports, Library, Yakley, Landon, and Camp. Red arrows indicate the flow of traffic for load-in and load-out. A yellow star labeled 'RAMP 6' is on Grand River Ave, and a red star labeled 'LOT 7' is on East Circle Dr.

WINTER ARTS AND CRAFTS SHOW

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

LARGE PRINTABLE LOAD-IN MAP LOCATED [HERE](#)

A PERSONAL NOTE FROM THE SHOW DIRECTOR ZERO TOLERANCE POLICY

Most of you know me well - I never hesitate to listen to your needs, find solutions, and work a little magic to help fulfill your request. I am always willing to go the extra mile to get you what you need. I know, for many of you, this is your livelihood and I take that responsibility seriously. I am incredibly proud that the overwhelming feedback we receive from vendors is about how much our staff cares - and how willing they are to go out of their way to help.

One of the things I love most about this show is the relationships we build year after year. Our vendors are incredible: respectful, patient, and cooperative, even when things get frustrating. Our team works hard to support you, and every traffic plan, point of entry, and policy is designed with your best interest - and safety - in mind.

That said, in the past two years, I've personally witnessed **several individuals** disregarded those efforts during load-in/out, lose their temper, and **put my staff in harm's way** - including a particularly concerning event this past spring - because they were not allowed to do what they wanted, when they wanted.

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

Please remember: **Our staff is predominantly students.** They are learning, under our supervision, how to plan and host 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 go a long way in supporting that growth.

I expect professionalism and respect from everyone on-site. If issues arise, we will address them directly - and if necessary, I will not hesitate to involve MSU Police. **The safety of our student staff is non-negotiable.**

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

Your cooperation is **expected** and, very much, appreciated.

Sincerely,

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