

# Load-In Process

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 December 5th.
  - We cannot change the load in times after December 5.
  - Your request may be denied. We only have so much road to park vendors on.
  - 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.
- 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.
- 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.

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

RAMP 6 has a 7' clearance. It cannot accommodate pull through parking.  
**Trailers and Oversized Vehicles** should unload/park in Lot 7.

- All vendor 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.**
- Proceed West towards the MSU Union following Vendor Entrance Signs.
  - The only accessible ramp into the MSU Union is on the West side of the building along Abbot Rd.
  - There are signs at the West Entrance and East Entrance that show what elevator to use by floor. Not all elevators go to all floors.
- Exit via Grand River.
  - To access vendor parking:
    - Make a right hand turn on to Grand River Ave.
    - 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.

## **PARKING**

- 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 8,000 patrons.

More parking in Ramp 6 = more patrons.

**More patrons = more sales**

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

1. Print your load-in pass.
  - a. Place it in your driver's dashboard.
  - b. Keep it there for the whole show - you'll need it for load-out!
  - c. 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
4. Enter via Beal Road off Michigan Avenue.
  - a. All other entrances to West Circle Drive are blocked.
  - b. There will be signage along Beal Rd and West Circle Drive to direct you.
  - c. Stay in the right lane. The left lane **must** remain open to through traffic and emergency vehicles.
  - d. Near the MSU Union, you will see a "Passes Only" check point.
    - i. Stop and provide the checkpoint with your load in pass and booth number.
    - ii. Staff will provide you a parking pass. You have 45 minutes from the time on the pass to unload.
    - iii. Staff will direct you where to park as soon as space is available.

### **Staff 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.

5. 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.
6. The accessible ramp is located on the West Side of the MSU Union, along Abbot Rd. All other entries are split level with stairs.
7. There is a map inside the West entrance that shows the best elevator for you to use based on your floor. Not all elevators go to all floors.
8. Exit via Beal Rd and navigate to Grand River to park in Lot 7 - Vendor Parking.

## **GPS**

**MSU UNION** - Using the MSU Union address may lead you to an entrance that is not open to vehicles. Use the coordinates for Beal Road: 42.734060, -84.490487

**RAMP 6** - The address for RAMP 6 is 6, East Lansing, MI 48823. The coordinates for the correct entrance are: 42.734060, -84.480851

**LOT 7** - The address for Lot 7 is 7, East Lansing, MI 48824. The entrance to Lot 7 is: 42°43'57.2"N 84°28'43.3"W.

\* All addresses and coordinates above were identified using Google Maps.

### Lot 7 Directions Close Up

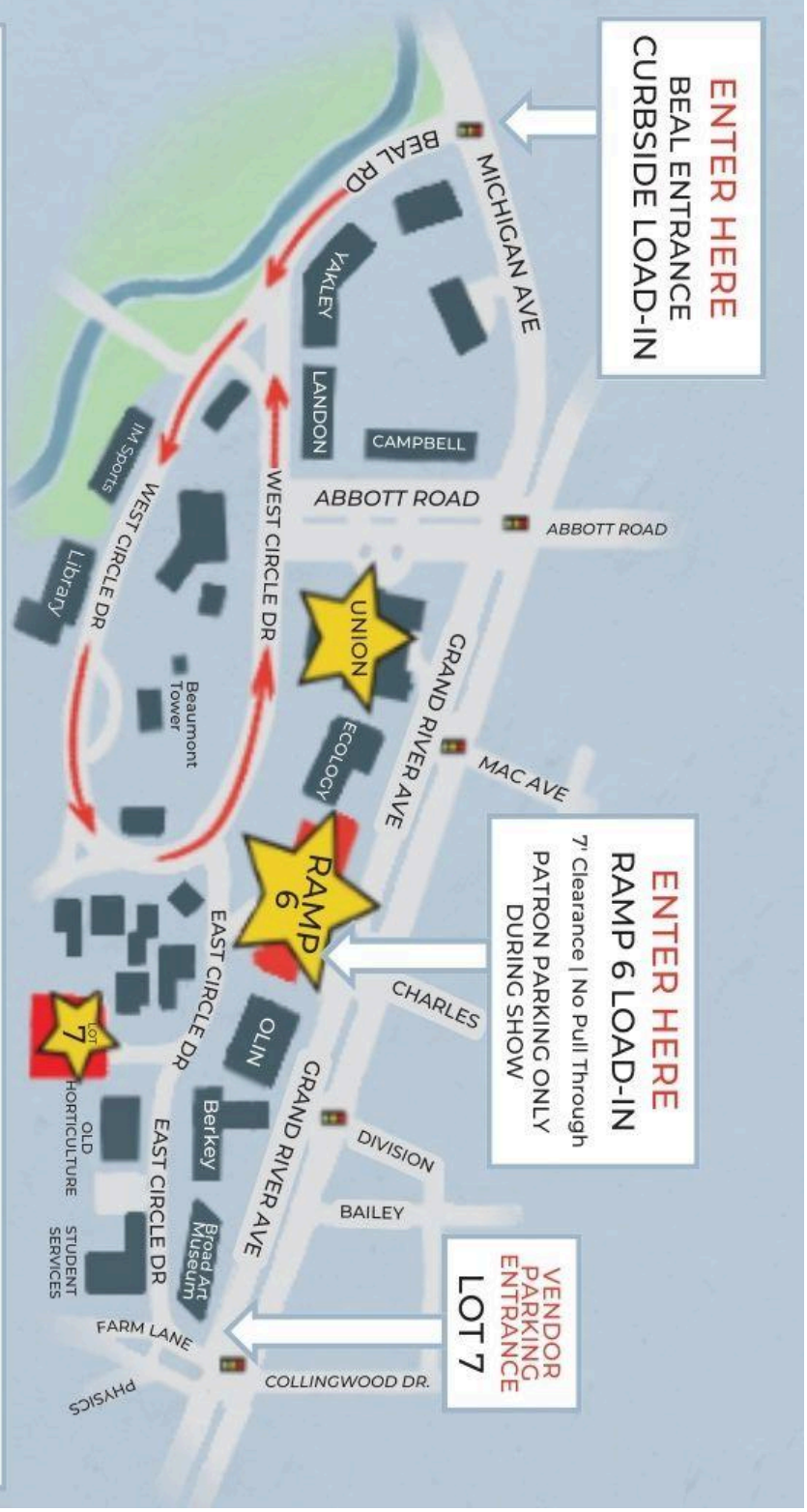




**ENTER HERE**  
 BEAL ENTRANCE  
 CURBSIDE LOAD-IN

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

**VENDOR  
 PARKING  
 ENTRANCE  
 LOT 7**



**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

**WINTER ARTS AND CRAFTS SHOW**

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