A Vendor’s Day on JMU’s Campus

Directions

From Interstate 81 North:
Take exit 245 (Port Republic Rd.). At the stoplight at the top of the ramp, take a right onto Port Republic Rd. and stay in the right lane. At the first light, take a right onto campus (Bluestone Drive).

From Interstate 81 South:
Take exit 245 (Port Republic Rd.). At the stoplight at the top of the ramp, take a left onto Port Republic Rd. and get into the right lane. At the second light, take a right onto campus (Bluestone Drive).

Parking
When parking on campus, you must obtain a parking pass from the JMU Parking Services Office. As an approved JMU vendor, Parking Services offers a Vendor Parking Pass free of charge. Each time you visit JMU you will need to stop by the Parking Services Office (discuss directly with them if you plan on being on campus multiple days). For more information concerning the passes please contact them directly, (540)568-3300.

Campus Traffic Gate System *NEW*
The center of JMU’s campus is closed to thru traffic when the university is in session. Traffic gates will not allow anyone to pass through who does not possess a gate access pass. This will affect vendors needing access to Warren Patio (outside) to unload and load merchandise. If vendors are scheduled in Warren Info/Vendor (inside) spaces, no gate access pass is necessary. Please follow the below directions according to the space which has been reserved for vendor sales.

Gate Operating Schedule   |   Monday – Thursday: 7AM to 7PM and Friday: 7AM to 1PM

Unloading/Loading – Madison Union Info/Vendor Space
Unloading and loading for Madison Union Info/Vendor space is best by way of the loading dock. After obtaining a parking pass, follow the directions to the loading dock. When unloading and loading please do so within 30 minutes and do not leave your car unattended for a long period of time, it will be ticketed. Once you have unloaded please immediately park your vehicle in the location indicated by Parking Services. DO NOT wait until after you have set-up.

If scheduled in a Madison Union Info/Vendor Space
– When on the loading dock walk straight into the building and immediately turn left and then right. The vendor spaces are the open floor space located on the left. Let the Madison Union Operations desk know if tables are needed.

Things to keep in mind – If you need access to a phone line, there is an additional $60 fee. You will need to let Madison Union Scheduling know at least 2 weeks prior to your visit.

Directions to the Parking Services Office:
• Follow Bluestone Drive
• At the stop sign turn LEFT onto Champion’s Drive (the building on your left will be Showker Hall)
• Champion’s Drive will lead you to a parking deck & Parking Services is located on the ground level
• Upon entering the parking deck, there will be several spaces designated “For Parking Services use Only” – Park in one of those spaces

Directions to the Madison Union Loading Dock:
• Follow Champion’s Drive back to Bluestone Drive
• At the stop sign turn RIGHT onto Bluestone Drive
• Turn RIGHT at the stoplight onto Port Republic Road
• Turn RIGHT at the first stoplight onto Main Street/Route 11 North
• Proceed through one stoplight, at the second stoplight turn RIGHT onto Grace Street
• Continue straight through one stop sign, at the second stop sign turn RIGHT and follow the road around to the left, down the hill and into the loading dock area
*Feel free to utilize the lift platform as necessary
**You may have to wait for a space, but do not leave your vehicle unattended in the fire lane or handicapped parking space
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Unloading/Loading – Madison Union Patio

Arrival/Unloading Procedures – To unload on the Madison Union Patio you must first visit the Madison Union Scheduling Office, Room 245 and pick up a Gate Access Pass. In order to check out a Gate Access Pass from Madison Union Scheduling you must present your parking pass – so remember to bring it with you. After picking up the gate pass, return to your vehicle and follow the directions to the Patio. Once unloaded, immediately park your vehicle in the location indicated by Parking Services. DO NOT wait until after you have set-up. After parking your vehicle you MUST return the Gate Access Pass to the Madison Union Scheduling Office.

**You may NOT keep the Gate Access Pass throughout the day**

Loading/Departing Procedures – Before 5PM and loading at the end of the day you will need to return to the Madison Union Scheduling Office to retrieve a Gate Access Pass. Once loaded and before departing you must return the gate pass to the Madison Union Scheduling Office (or after 5PM the Madison Union Operations Desk). If you are not able to come to the office prior to the 5PM closing, then you will have to wait until the traffic gates allow through traffic at 7PM (Monday through Thursday). If you fail to return the Gate Access Pass to the Madison Union staff prior to your departure a penalty charge of $25.00 per day will be incurred. You will not be allowed to return as a “JMU Approved Vendor” until your debt is paid in full.

Things to keep in mind – The Madison Union Patio vendor space is in a shaded area and you may want to bring a jacket. We are not able to provide a phone line in this area. Let the Madison Union Operations desk know if tables are needed.

Check in with Madison Union Scheduling

Please come by the Madison Union Scheduling office (Room 245). The office is located down the hall to the left of the Information Desk. Please pay at this time. If you have questions concerning your day, we will be happy to answer them.

Directions to the JMU Bookstore meter parking:
• Follow Champion’s Drive back to Bluestone Drive
• At the stop sign turn LEFT onto Bluestone Drive
• Turn LEFT at the stoplight into Parking Lot G at Carrier Drive (beyond this light is a traffic gate)
• Continue to the back of the parking lot and there will be metered parking spaces next to the JMU Bookstore, park in one of those spaces and continue with walking directions to Madison Union

Walking Directions to Madison Union:
• Walk past the JMU Bookstore toward the intersection of Bluestone Drive and Duke Drive
• Cross the street and railroad tracks and continue walking up the hill (you will pass Mr. Chips) – you should be walking on the right side of the road
• Half way up the hill (near a stop sign) you will see a sign for Madison Union – go up the steps to enter Madison Union
• Once in Madison Union, turn left and walk down the hall to Room 245

Directions to Unload for Madison Union Patio:
• Exit Parking Lot G via the stoplight intersection of Bluestone and Carrier Drive
• Turn LEFT onto Bluestone Drive, almost immediately you will pass through the traffic gates (drive slowly when approaching the gate)
• Proceed through one stoplight and one stop sign
• After stopping at the stop sign, proceed further up the hill to the sidewalk entry area beside Gibbons Hall (approx. 75 yards)
• You may pull onto the sidewalk and drive through the Commons area to the front of the patio to unload.
• **DO NOT** drive onto the Patio

Revised 1/12/15