

55th Annual MSU Spring Arts & Crafts Show Guide

Please read this thoroughly!

This is a supplemental list of policies and procedures to the Show Rules and Regulations.

All items in the Rules and Regulations apply.

Listed by Topic Alphabetically

Emergencies: If an emergency occurs that requires police or medical attention please dial 911 on your cell phone before notifying show staff

Load-In Information:

- 1) YOU MUST BE PROMPT for your Load-In Time
- 2) If you are early it is asked that you do not enter campus until your assigned Load-In Time, which can be found on your color coded Load-In Pass
- 3) Load-In Passes MUST be affixed to the driver's side of your front lower windshield while the vehicle is on campus. Vehicles without a pass will be towed at the owner's expense
- 4) All those with large vehicles and trailers will have their driver's side window marked with window paint in order to allow access to all parking areas including Lots 7 & 8.
- 5) If you have a trailer or large truck you wish to park and unload from Lots 7 & 8 for the 5:00 p.m. Load-In please contact Brian at 517-884-3338.
- 6) Load-In time frame is limited to **20 minutes**. Please unload all wares promptly, move your vehicle to a designated parking area and then return to set-up. Vehicles unattended over 20 minutes will be warned and then towed.
- 7) Load-in concludes at 10:00 p.m., at which point all roads will open up to regular traffic. You may stay later to complete set-up.

Load-In Times:

5:00 p.m., Friday 17 May 2019 – Grand River Parking Ramp (PURPLE Pass/ANY Color Pass)

- 1) It is encouraged anyone with a vehicle and whom is able to park in the Grand River Parking Ramp to park and unload from there at your leisure any time after 5:00 p.m.
- 2) There is a 7 ft. height limit
- 3) Do not park in 24 Hour Faculty Leased Spaces
- 4) Please check-in at the Main Information Booth at the East Doors of the MSU Union
- 5) You may stay as long as you like to complete set-up

6:00 p.m., Friday 17 May 2019

- 1) DO NOT ENTER CAMPUS UNTIL 6:00 p.m. The campus will be busy with employees leaving campus. You will not be permitted to park until 6:00 p.m. when Load-In is scheduled to begin.
-If you arrive early, best location to wait in the Frandor Parking Lot off of Michigan Avenue until your Load-In or consider parking in the Grand River Parking Ramp and unloading from there early, starting at 5:00 p.m.



- 2) Please enter your Load-In Zone according to the respective color of your Load-In Pass with the Load-In Map.
- 3) You must be completely unloaded and moved to a designated parking area by 7:30 p.m. Friday night.
- 4) Please check-in at the Main Information Booth at the East Doors of the MSU Union
- 5) You may stay as long as you like to complete set-up

7:30 p.m., Friday 17 May 2019

- 1) DO NOT ENTER CAMPUS UNTIL 7:30 p.m. The campus will be busy with the 6:00 PM Load-In Shift. You will not be permitted to park until 7:30 p.m. when your Load-In is scheduled to begin.

-If you arrive early, best location to wait in the Frandor Parking Lot off of Michigan Avenue until your Load-In or consider parking in the Grand River Parking Ramp and unloading from there early, starting at 5:00 p.m.

- 2) Please enter your Load-In Zone according to the respective color of your Load-In Pass with the Load-In Map.
- 3) You must be completely unloaded and moved to a designated parking area by 9:30 p.m. Friday night.
- 4) Please check-in at the Main Information Booth at the East Doors of the MSU Union
- 5) You may stay as long as you like to complete set-up

6:00 a.m., Saturday 18 May 2019

- 1) DO NOT ENTER CAMPUS UNTIL 6:00 AM. You will not be permitted to park until 6:00 a.m. when your load-in is scheduled to begin.

-If you arrive early, best location to wait in the Frandor Parking Lot off of Michigan Avenue until your Load-In or consider parking in the Grand River Parking Ramp and unloading from there early, starting at 6:00 a.m.

- 2) Please enter your Load-In Zone according to the respective color of your Load-In Pass with the Load-In Map.
- 3) You must be completely unloaded and moved to a designated parking area by 8:00 a.m. Saturday morning.
- 4) Please check-in at the Main Information Booth at the East Doors of the MSU Union

1) All exhibitors must check in by 8:00 a.m. Saturday 18 May 2019 or you forfeit your booth.

2) If an emergency prevents you from arriving by 8:00 a.m. Saturday 18 May 2018, call 517-884-3338, before 8:00 a.m.

3) Those crafters and artisans with disability permits in their name may park in the meters on Abbot Rd. during show hours only. No permanent parking is allowed in these spaces during Load-In/Out times.

Load-Out

-Streets will be closed at 4:00 p.m. in preparation for Load-Out on Sunday Afternoon

-Starting at 5:00 p.m., Crafters and Artisans may begin to pack up and close their displays. Crafters and Artisans should not close their booth unless they have spoken to Brian prior to closing early.



-Crafters and Artisans **MUST** receive a **PINK Load-Out Ticket** in order to pull up alongside the MSU Union on Abbot or West Circle to load their vehicles or trailers.
-To receive a Load-Out Ticket you must completely pack your display items, tent frames, canopies etc. and be ready to move out.

To get a Load-Out Ticket:

- 1) Stop by any Information Booth to request a volunteer staff member to check that your space is packed and they will issue you a Load-Out Ticket.
- 2) Stop one of the Staff walking around issuing out tickets when you are ready.

-All streets will re-open at 8:00 p.m. Any crafters or artisans still loading out must be parked in a legitimate metered parking space on Abbot Rd.

-Any vehicle not in a legal parking space after 8:00 p.m. on Sunday is subject to being towed at the owner's expense.

Open Flames:

By order of the MSU Fire Marshal, candles or containers with a flame in them are not permitted to be lit for safety reasons. No open flames or closed flames, lit candles or containers with a flamed may be lit.

Other Policies:

-Displays, storage, etc. cannot exceed the allotted 10'X10' dimensions or interfere with other exhibitors displays or block sidewalks.

-No affixing any displays or goods to any walls, pillars, trees on the grounds of the show. No damage should be done to any physical structure. Staff from the MSU Union will walk through the show and report any violations.

-No cars will be allowed on sidewalks for unloading.

-No overnight camping is allowed on MSU grounds. It is against university policy to camp or stay overnight in any vehicle on campus property. Department of Police and Public Safety will be patrolling over the weekend. Anyone in violation of this policy may be ticketed and towed at owner's expense.

-No raffling or gambling is permitted on campus grounds.

-No blocking aisles or doorways.

-No smoking on campus, including the MSU Union.

-The show reserves the right to relocate booths and crafters at its own discretion. UAB will attempt to limit relocations however, if the need arises, your cooperation is appreciated.

-Crafters are **NOT** allowed to resell a booth. MSU reserves the right to reassign spaces to our waiting list. Any indication of a resold booth will result in permanent termination from the MSU Arts & Crafts Shows.

Restrooms:

-Located on all floors of the MSU Union

-Portable Restrooms on the far East Side of the Show

Security:

-Michigan State University will provide limited overnight security both Friday and Saturday nights. A \$35.00 security charges has been included in the booth cost to account for Department of Police and Public Safety student employees. You may leave your booth display intact overnight. Merchandise may be left overnight at your own risk. MSU is not responsible for any damages or losses that may occur from 17-19 May 2019.



-There will be an MSU Police Officer assigned to the show for security during the event.

Volunteers:

The University Activities Board has an established system for show operations over the entire weekend. In each area there are a designated number of volunteers. Volunteers will be wearing 2019 Arts & Crafts Show shirt with the show logo on it including a nametag. These volunteers are more than willing to give directions and answer questions. However, we are unable to assist exhibitors with an unloading, loading and/or lifting of wares. This is your responsibility.

If you have questions or concerns, please speak with a UAB representative in your area or go to the nearest Information Booth. If your questions or concern cannot be properly addressed there, an appropriate staff member will be called to assist you.

Weather:

-The show will be delayed in the event of severe weather conditions only. We monitor these conditions carefully and the show staff will make the ultimate decision to delay the show. If weather is not severe, the show will go on – rain, snow or shine!

-It is encouraged that you visit alert.msu.edu and sign up as a guest for the MSU Police Alert system. You can opt out after the MSU Show if you wish. Signing up for this service will keep you apprised of any university events (closures) that may arise due to inclement weather or other factors.

If we can be of further assistance, please contact at your convenience at the information located below. Our office is open 8 a.m. – 5 p.m. Monday through Friday.

Thank you and I look forward to seeing you in May!

Brian D. Hercliff-Proffer

Assistant Manager

University Activities Board

49 Abbot Rd., Room 26, East Lansing, MI 48824

517-355-3354

proffer1@msu.edu

