

# 55<sup>th</sup> Annual Spring Arts & Crafts Show

## GENERAL INFORMATION

*Please read this thoroughly!*

- Show Information:** Saturday, 18 May 2019 | 9 AM – 6 PM  
Sunday, 19 May 2019 | 10 AM – 5 PM  
MSU Union, 49 Abbot Rd., East Lansing, MI 48824
- Show Timeline:** Zapplication Application goes live | Tuesday, 5 February 2019  
Priority Deadline | Friday, 22 February 2019  
Priority Acceptance Letters sent | Friday, 1 March 2019  
Last date to purchase Round 1 Booth | Friday, 29 March 2019  
Waitlist Acceptance Letters begin | Monday, 1 April 2019  
General Information Packets sent out | Tuesday, 15 April 2019
- Booth Information:** Single Booth: One 10' X 10' = \$290.00  
(\$20 Application Fee + \$270 Booth Fee)  
Double Booth: One 20' X 10' = \$580.00  
(\$20 Application Fee + \$560 Booth Fee)
- Load-In Information:** **REQUEST YOUR LOAD-IN TIME ON YOUR APPLICATION**
- **Friday, 17 May 2019, 5:30 PM:** Crafters/Artisans may park in the Grand River Parking Ramp and load-in FROM THERE. (7ft Clearance to the ramp)
  - **Friday, 17 May 2019, 6:30 PM:** BY REQUEST until allotted spaces are filled
  - **Friday, 17 May 2019, 8:00 PM:** BY REQUEST until allotted spaces are filled
  - **Saturday, 18 May 2019, 6:00 AM:** BY REQUEST until allotted spaces are filled
- Application Process:** Only completed applications will be reviewed
- Completed Zapplication or Paper Application
  - 7 or more photos
    - 1 Booth Shot
    - 2 Workplace Shot
  - Payment of the Non-Refundable \$20.00 Application Fee
- Payment Process:** **Electronic Check (ACH) via Zapplication**  
**Online Credit or Debit Card via Zapplication**  
**Check (via USPS)**
- For Checks add \$20 for processing
  - Make check Payable to *Michigan State University*
  - Mail: Brian Proffer, 49 Abbot Rd, East Lansing, MI 48824



Thursday, May 24, 2018