

## 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, 5:00 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, 6:00 PM:** BY REQUEST until allotted spaces are filled
- **Friday, 17 May 2019, 7:30 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



Friday, February 01, 2019