55th Annual Spring Arts & Crafts Show
Rules & Regulations

Please read this thoroughly!
Listed by Topic Alphabetically

Advertising: Advertising will be on several platforms including print, social media and emails

Booth Information:
-Single Booth: 10' X 10'
-Double Booth: 20' X 10'
-If you are a returning crafter/artisan and wish for you same booth you must submit your application by ***Friday, 22 February 2019.***
-All booths are only guaranteed a single front opening space.
-Booth locations & numbers are changed per show, so be attentive to the 2019 map.
-Booths are assigned according to past participation, ADA requests and at the discretion of the show staff.
-Due to unforeseen circumstances out of the show's control (i.e. building construction, new furniture, etc) we cannot guarantee your booth will be in the exact location as indicated on the map.
-The show reserves the right to relocation booths and crafter/artisans at its own discretion. The show will attempt to limit relocation, however if the need arises, your cooperation is appreciated.
-If you wish to be placed next to another crafter/artisan, please indicate so on the application, however this is not guaranteed.
-Displays, decorations, storage, etc. cannot exceed the allotted booth space.
-All booths must be securely weighted.

Commercial Products:
-NO BUY/SELL items are allowed in the show.
-Only hand-constructed wares are to be sold. No commercial products are permitted.
-The registered exhibitor must have constructed a majority of each item.
-Show staff will investigate questionable wares; if found to be commercial items, you will be asked to remove those items found in violation and/or removed from the show with NO REFUND.
-Show staff will investigate questionable wares; if found to be
-If you are unsure as to the states of your wares, it is your responsibility to contact the show coordinator prior to the show.

Conduct:
-Abuse of Show Staff, Volunteers, other Crafters or Guests is unacceptable.
-When addressing show staff, volunteers, other Crafters or Guests, do not use profane or derogatory remarks or physical intimidation.
-Abuse of staff, volunteers, other Crafters or Guests, will result in permanent termination from the show and all future shows with no refund.

Credit Cards: If a Vendor accepts payment cards (such as credit or debit cards bearing the logo of Visa, MasterCard, American Express, Discover, or JCB) as a form of payment either on the MSU campus or elsewhere in the course of providing goods or services related to this contract, Vendor will be responsible for the security of all cardholder data that it stores, processes, or transmits. This requirement applies whether the cardholder data is in electronic format or in written or printed hardcopy format. The Vendor will maintain compliance with the current version of the Payment Card Industry Data Security Standard, also known as PCI DSS, for the duration of this contract. If Vendor were to become non-compliant with PCI DSS, Vendor must notify Michigan State University of this change immediately. Failure of Vendor to comply with PCI DSS will constitute a breach of this agreement. Vendor agrees to provide confidential evidence of PCI DSS compliance to Michigan State University at least annually and upon request by Michigan State University. All such evidence must be approved by the MSU Controller's Office prior to execution of this agreement. **The use by Vendor of Michigan State University's MSUNet computer network or wireless networks (including but not limited to Guest or authenticated versions of MSUNet Wireless, MSUNet Wireless 2.0 and their successors), for the purpose of processing payment card transactions is not permitted under the terms of this agreement.** Unauthorized use of these networks by Vendor will constitute a breach of this agreement. Costs of PCI DSS compliance and providing evidence of such compliance to Michigan State University are the sole responsibility of Vendor. Information about PCI DSS compliance is available from the Payment Card Industry Security Standards Council on their web site: https://www.pcisecuritystandards.org .

Cultural Sensitivity: -The show abides by the MSU Diversity Policy:
Michigan State University, through its Diversity Policy, has expressed its commitment to the elimination of racism and discrimination on the basis of race, color, sex, religion, creed, national origin, political persuasion, sexual orientation, marital status, handicap or age. As an integral part of the University, the University Activities Board supports this policy of non-discrimination. UAB believes the policy is relevant to the Arts & Crafts Show by nature of diversity of items displayed and persons participating in the show. Accordingly, we ask that all items displayed at the show be sensitive to all members of society. This would include the avoidance of words, images, and situations that suggest all or most members of a particular group are the same.

Food Policy: -Only products which adhere to the Michigan Cottage Foods Law are allowed.
Specific items:
-Dehydrated vegetables, fruits or herbs

-Prepackaged dried dip mixes, dried soup mixes, dried baking mixes and spice blends
-Home roast coffee beans and ground coffee beans
-Jarred jams and jellies
-Baked goods

-All accepted crafters/artisans must work with the MSU Sanitarian to ensure all food laws and requirements are met.
-Product samples are ONLY allowed with special permission from the MSU Sanitarian.
-The show will provide approved MSU Vendors for meal options during the show.

Licensing:

-You must be licensed in order to sell MSU branded products.
-The trademarks of Michigan State University are the exclusive property of the Michigan State University Board of Trustees, in accordance with the trademark and service mark registrations filed with the U.S. Patent and Trademark Office and/or the State of Michigan.
-The University reserves ownership of any trademark, service mark, logo, insignia, seal, design or other symbol or device associated with or referring to Michigan State University.
-If you wish to sell merchandise bearing the trademarks of the university, you will need to secure a license from the University Licensing Programs Office, by contacting the office at 517-355-3434, or via email at licensing@union.msu.edu.
-You will be required to present your license to university officials upon their request. Failure to obtain a license may result in the removal of any infringing items from your booth.

Load-In Information: **PLEASE READ CAREFULLY**

- 5:00 PM, Friday, 17 May 2019, all crafters and artisans may park in the Grand River Ave. Parking Ramp and unload and cart/carry items from there to the MSU Union.
-6:00 PM, Friday, 17 May 2019, by request, until spaces are filled on a first come first served basis. This allows crafters/artisans to pull along the MSU Union to unload.
-7:30 PM, Friday, 17 May 2019, by request, until spaces are filled on a first come first served basis. This allows crafters/artisans to pull along the MSU Union to unload.
-6:00 AM, Saturday, 18 May 2019, by request, until spaces are filled on a first come first served basis. This allows crafters/artisans to pull along the MSU Union to unload.
-Crafters parked in the street on Friday during Load-In must move their vehicles by 8:00 PM if first shift or by 10 PM for the second shift on Friday.

Load-Out Information: **PLEASE READ CAREFULLY**

-Starting at 4:00 PM on Sunday, 19 May 2019, crafters and artisans may begin to pack up and close their displays.

-A vendor should NOT close their booth until 5:00 PM unless they have spoken to the show coordinator prior.
-Crafters MUST receive a Load-Out Ticket in order to pull up alongside the MSU Union to load their vehicles and/or trailers.
-To receive a Load-Out Ticket you must completely pack your booth space and be ready to move out.
-You may request a volunteer to check your completed pack-up process by one (1) or two (2) ways:
-Stop by an Information Booth to request a volunteer be sent to your booth to meet you and confirm the completed pack-up process.
-Grab one of the show volunteers with Load-Out Tickets who will be walking around your floor beginning at 4:00 PM to have them confirm your completed pack-up process.
-Starting at 8:00 PM all streets will re-open for traffic. Therefore any vendor who still need to load-out will need to be in a legitimate parking space on West Circle or Abbot.
-Any vehicle not in a legal parking space after 8:00 PM on Sunday is subject to being towed at the owner's expense.

No Show: If you do not check-in by 8:00 AM Saturday, 18 May 2019, or have contacted the show that you will be late you will be considered a "no Show" and your booth will be reassigned.

Overnight Camping: Per MSU Ordinance 13.01, camping is not allowed on campus. If you have any

Pets: No pets will be allowed in crafter/artisan booths areas due to liability concerns.

Raffles/Gambling: No raffling or gambling is permitted on campus grounds.

Refunds: Refunds are available under the following condition(s):
-If a crafter/artisan CONFIRMS their acceptance into the show and CANCELS BEFORE or ON **5 April 2019**.

Reselling Booths: -Booths may NOT be resold by a crafter/artisan at any time.
-Any indication of a resold booth will result in permanent termination from the show and all future shows with no refund.

If you have any questions, comments or concerns, please feel free to contact the UAB Office at uab@msu.edu or 517-355-3354