

# 54<sup>th</sup> Annual Winter Arts & Crafts Show

## GENERAL INFORMATION

*Please read this thoroughly!*

### Show Information:

**Saturday, December 2, 2017 | 9 AM – 5 PM**  
**Sunday, December 3, 2017 | 10 AM – 4 PM**  
**MSU Union, 49 Abbot Rd., East Lansing, MI 48824**

### Show Timeline:

Application goes live | Tuesday August 8, 2017  
Round 1 Deadline | Friday, September 8, 2017  
Round 1 Acceptance Letters sent | Friday September 22, 2017  
Last date to purchase Round 1 Booth | Friday October 27, 2017  
Waitlist Acceptance Letters begin | Monday, October 30, 2017  
General Information Packets sent out | Monday, November 6, 2017

### Booth Information:

Single Booth: One 8' X 5' = \$240.00  
( \$20 Application Fee + \$220 Booth Fee)  
Double Booth: One 16' X 5' = \$480.00  
( \$20 Application Fee + \$460 Booth Fee)

### Load-In Information:

#### **REQUEST YOUR LOAD-IN TIME ON YOUR APPLICATION**

- **Friday, December 1, 2017 5:30 PM:** Crafters/Artisans may park in the Grand River Parking Ramp and load-in FROM THERE. (7ft Clearance to the ramp)
- **Friday, December 1, 2017, 6:30 PM:** BY REQUEST until allotted spaces are filled
- **Friday, December 1, 2017, 8:00 PM:** BY REQUEST until allotted spaces are filled
- **Saturday, December 2, 2017, 6:00 AM:** BY REQUEST until allotted spaces are filled

### Application Process:

Only completed application 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

