

55th Annual Winter Arts & Crafts Show

GENERAL INFORMATION

Please read this thoroughly!

- Show Information:** Saturday, 1 December 2018 | 9 AM – 5 PM
Sunday, 2 December 2018 | 10 AM – 4 PM
MSU Union, 49 Abbot Rd., East Lansing, MI 48824
- Show Timeline:** Zapplication Application goes live | Tuesday 8 August 2018
Priority Round Deadline | Friday, 7 September 2018
Round 2 Application goes live | Monday, 10 September 2018
Priority Acceptance Letters Sent | Friday 21 September 2018
Last date to Purchase Priority Booth | Friday 26 October 2018
General Information Packets sent out | Monday, November 6, 2018
- 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, 30 November 2018, 5:30 PM:** Crafters/Artisans may park in the Grand River Parking Ramp and load-in FROM THERE. (7ft Clearance to the ramp)
 - **Friday, 30 November 2018, 6:30 PM:** BY REQUEST until allotted spaces are filled
 - **Friday, 30 November 2018, 8:00 PM:** BY REQUEST until allotted spaces are filled
 - **Saturday, 1 December 2018, 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

