



MSU ANNUAL WINTER ARTS AND CRAFTS SHOW WELCOME PACKET

Welcome to Michigan State University, the MSU Union, and the Annual Spring Arts and Crafts Show!

A SPECIAL THANK YOU

The Annual Arts and Crafts Show is a crucial fundraiser for the University Activities Board, and all proceeds from booth fees go directly to our UAB student events, which provide community building and social opportunities for students on campus. These events are proudly planned and implemented by students.

On behalf of all MSU students who continue to enjoy our campus-wide programming, THANK YOU for being a Crafter & Artisan.

IMPORTANT INFORMATION

This packet will provide all of the information you need for the show.

Please read it in its entirety.

COMMON FAQs

Emergencies:

- The information booth in every zone can respond to any concerns of vendors/patrons and also provide guidance in the event of an emergency.
- We encourage you to sign up for MSU Alerts by going to alert.msu.edu and registering as a guest.

Restrooms:

- Restrooms are located on all four (4) floors of the MSU Union. Unisex bathrooms are located on the Fourth and Ground floors.
- Nursing Mothers Rooms are located on the 1st Floor of the MSU Union and a key can be checked out at the Welcome Desk.

Accessibility:

- The only accessible ramp is located on the West side of the building near Abbott Rd.
- Accessible parking is available for vendors. Please contact show directors for more information. When possible, we try to keep accessible parking along Abbot available for patrons. If possible, it is helpful if vendors use accessible parking along West Circle across from Landon Hall. This metered parking has been changed to accessible parking for the show.

Show Staff:

- There is one Information booth per zone.
- The Show HQ is located on the East sign of the MSU Union **near MSU FCU**.
- Show staff is on-site at all times. Two show directors are available at all times.
- Unfortunately, we are not able to provide Booth Sitters.

Food:

- The MSU Union convenience store is located on the 1st floor.
- Concessions are available throughout the show.
- Our new coffee shop, locally owned and operated by Strange Matter is open.
- Complimentary coffee is available for vendors in the Show Headquarters!

Evaluation

- We'd love to hear from you - a show evaluation will be provided.

Storage and Security:

- Each zone has security walking throughout it overnight.
- We encourage vendors to remove any valuables as they see fit.
- Ensure your tent is properly secured and the canopy will not pool water from rain.
- Show Directors are on-call overnight in the event of damage or emergency. If you received in the evening or night from an unknown number, we encourage you to pick up. If there is a non-emergency we believe you should be aware of, we will contact you in the morning.

Tips for a Smooth Show

A smooth and successful show requires coordination. To help us provide the best experience for all show staff, volunteers, vendors, and patrons, please follow the rules below.

Load-In:

- **Please do not arrive before your load-in time** and adhere to the time and location you are scheduled for load-in.
- Have your booth number and load-in pass ready when entering MSU.
- Do not set up your booth or go to dinner until you move your vehicle from the load-in zone. The goal of the load-in zone is to unload your items and quickly move the vehicle.
- If you need adjustments to load-in times, please [complete the form](#) on the load-in information by **Thursday, May 15th**. No changes are possible after that time.

During the Show:

- Be kind and courteous to your fellow vendors and show staff.
- Start your day with a caffeine boost! Vendors can find complimentary tea and coffee at the Show Headquarters, located on the **1st floor near MSU FCU**.

Load-out:

- Review the requirements for Load-Out Passes.
- **Do not** retrieve your vehicle until you have received a Load-Out Pass. **Do not** send another party to retrieve your vehicle before you have received your load-in pass.
- Be patient as our staff manages a high volume of vendors.
- Complete our show evaluation so we can improve your experience in future years!

Load-in and Load-out required high levels of coordination. We appreciate vendors working with us to create a smooth experience!

Important Information

These documents will walk you through the most important show processes.

ALL VENDORS SHOULD REVIEW:

- [Staffing and Building Hours](#)
- [Load In, GPS, and Parking](#)
- [Load In Map](#)
- [Load Out](#)

SOME VENDORS MAY NEED TO REVIEW:

- [MSU Trademark Licensing Process](#)
- [Consumable Product Licensing Verification](#)

Show Ready Checklist

- ☐ Read the Welcome Packet and linked documents.
- ☐ Know your booth number (located on Zapplication).
- ☐ Double check your load-in time/zone & familiarize yourself with the load-in the map.
 - ☐ Print or screenshot your load-in pass. Please have this ready when you arrive.
- ☐ Locate your zone Information Booth on the booth map. This is your help center during the show. The map can be found at <https://uabevents.com/AnnualArtsCrafts>.
- ☐ Ensure you have a Crafters License if selling MSU Branded Products and complete the Food license Verification Form if you are selling any edible products.

The East Lansing Art Festival takes place along Grand River Avenue at the same time as our show. This may increase traffic and cause confusion for vendors. Reviewing these documents carefully will help prevent confusion.

We are so excited to have our crafters and artisans back for our 61st Annual Spring Arts and Crafts Show!

Save the Date!

We hope you have a wonderful and successful weekend. We are so proud of the University Activities Board students who hosted this event and hope you had the opportunity to meet the students this fundraiser supports. On behalf of our students and patrons, thank you for joining our show!

Save the Date for our Winter Arts and Crafts Show (Dec 6 & 7). Our Arts and Crafts Show website will be updated in early July and our application will open in early August.

Enjoy the show!