

# 59<sup>th</sup> 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 the same booth you must submit your application by **March 8th, 2023**.
- All booths are only guaranteed a single front opening space.
- Booth locations & numbers change per show, so be attentive to the current 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, plants, etc) booth may now 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, tents, and canopies must be held down securely with weights (e.g., sandbags or water barrels). You are responsible for supplying the weights to secure your booth. **DO NOT USE STAKES** to secure your booth. You agree to indemnify MSU for any damage arising from or related to your failure to improperly secure your booth.

**Commercial Products:**

- NO BUY/SELL items are allowed in the show.
- Only hand-constructed wares are to be sold.
- 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.
- 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:**

The show abides by the MSU Card Payment Policy:

If you accept 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, you 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. You agree that you 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 you were to become non-compliant with PCI DSS, you must notify Michigan State University of this change immediately. Your failure to comply with PCI DSS will constitute a breach of this agreement. You agree 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. **Your use 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.** Any unauthorized use of these networks by you will constitute a breach of this agreement. Costs of PCI DSS compliance and providing evidence of such compliance to Michigan State University are your sole responsibility. 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.



- 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.

**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](mailto: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**

Ramp Open Load-In

- Crafters/Artisans may park in the Grand River Parking Ramp any time during the Ramp Open Load-in time block and unload/cart/carry items from there to the MSU Union Grounds.
  - **Friday, 19 May 2023, 5:00 PM – 9:00 PM**
  - **Saturday, 20 May 2023, 6:00 AM – 8:00 AM**
- The Ramp has a 7ft clearance.

Curbside Load-In

- Crafters/Artisans may request to park on the road along the MSU Union.
- Spaces are allotted by request on a first come, first serve basis.
- Crafters/Artisans must unload and move their vehicles within 45 minutes.
  - **Friday, 19 May 2023, 6:00 PM**
  - **Friday, 19 May 2023, 7:00 PM**
  - **Friday, 19 May 2023, 8:00 PM**
  - **Saturday, 20 May 2023, 6:00 AM**

\*\*If you park along West Circle or Abbot prior to the road closing for Load-In you will be ticketed by MSU Police and will not be invited for the following show you apply for.

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

- Starting at 5 p.m. on Sunday, 21 May 2023, crafters and artisans may begin to pack up and close their displays.
- A vendor should NOT close their booth until 5 p.m. 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.
- Reach out to one of the show volunteers with Load-Out Tickets who will be walking around your area beginning at 5 p.m. to have them confirm your completed pack-up process.
- Starting at 8 p.m. 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 p.m. on Sunday is subject to being towed at the owner's expense.

**No Show:** If you do not check-in by 8 a.m. Saturday, 20 May 2023, or have contacted the show via email ([bartless@msu.edu](mailto:bartless@msu.edu)) 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.

**Pets:** No pets are allowed in crafter/artisan booths areas

**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 **3 April 2023**.
- If the show is canceled by MSU after 3 April 2023.

**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.

**Show Staff:**

- Abuse of Show Staff and Volunteers is unacceptable.
- When addressing show staff and volunteers do not use profane or derogatory remarks or physical intimidation.
- Abuse of show staff or volunteers 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](mailto:uab@msu.edu) or 517-355-3354**

