

## 60th Annual Spring Arts & Crafts Show GENERAL INFORMATION

*Please read this thoroughly!*

<b>Show Information:</b>	Saturday, 18 May 2024   9 AM - 6PM Sunday, 19 May 2024   10 AM – 5 PM MSU Union, 49 Abbot Rd., East Lansing, MI 48824
<b>Show Timeline:</b>	Application Opens   8 February 2023 Priority Deadline Deadline   26 February 2024 Refund Deadline   6 April 2024 Payment Deadline   22 April 2024 Welcome Packet   3 May 2024
<b>Booth Information:</b>	Single Booth: One 10' X 10' = \$290.00 (\$30 Application Fee + \$260 Booth Fee) Double Booth: One 20' X 10' = \$580.00 (\$30 Application Fee + \$550 Booth Fee)

**Load-In Information:** **REQUEST YOUR LOAD-IN TIME ON YOUR APPLICATION**

### 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 move their items from that location at their own pace.
  - **Friday, 17 May: 5:00 PM – 9:00 PM**
  - **Saturday, 19 May: 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, 17 May, 5:30 PM
  - Friday, 17 May, 6:30 PM
  - Friday, 17 May, 7:30 PM
  - Saturday, 18 May, 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



**Application Process:**

Only completed applications will be reviewed

- Completed Online Application or Paper Application (available upon request: uab@msu.edu)
- 7 or more photos
  - 1 Booth Shot
  - 2 Workplace Shot
- Payment of the Non-Refundable \$30.00 Application Fee
- Paper applications are subject to an additional non-refundable \$20 check processing fee, due at the time of application.

**Payment Process:**

**Electronic Check (ACH) via Zapplication**

**Online Credit or Debit Card via Zapplication**

**Check (via USPS)**

- Application Fee (\$30) + Processing Fee (\$20)  
= **TOTAL: \$50**
- Make payable to *Michigan State University*
- Address:
  - MSU Union
  - University Activities Board
  - Arts & Crafts Show, ATTN: Sara Stratilatov
  - 49 Abbot Rd, East Lansing, MI 48824

