

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

## Rules and Regulations

*Please read this thoroughly! Listed by Topic Alphabetically*

**ATTN: ALL COMMUNICATIONS REGARDING APPLICATION FOR THE MSU WINTER ARTS AND CRAFT SHOW WILL COME FROM [UAB@MSU.EDU](mailto:UAB@MSU.EDU) or from Sara Stratilatov ([bartless@msu.edu](mailto:bartless@msu.edu)). All Applications will be processed through Zapplication.**

- COVID-19:** All crafters will be notified as early as possible about any health and safety related requirements or event modifications for the Winter Arts & Crafts Show. All Crafters and guests of the show will be required to follow the MSU rules or regulations effective at the time of the show. This could include requirements such as wearing a mask at all times while on campus and limiting the number of people in the Union at one time. Stay up to date with Michigan State's response to COVID-19 here: <https://msu.edu/coronavirus/>
- Advertising:** Advertising will be on several platforms including print, social media and emails
- Booth Information:**
- Single Booth: 8' X 5'
  - Double Booth: 16' X 5'
  - If you are a returning crafter/artisan and wish to be at the same booth location you were assigned in a previous year, you must submit your application by **Monday, August 28th, 2023.**
  - All booths are only guaranteed a single front opening space.
  - Booth locations & numbers change each year. Please consult the current map for booth locations.
  - 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 staff's control (i.e. building construction, new furniture, etc), the booth may not be in the exact location as indicated on the map.
  - MSU reserves the right to relocate booths and crafters/artisans at its own discretion. MSU 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, preferences are not guaranteed.
  - You may request a 6' and/or 8' table, up to 2 chairs or an electrical outlet for your space; however, tables, chairs and access to electrical outlets are not guaranteed. Generators are prohibited.
  - Displays, decorations, storage, etc. cannot exceed the allotted booth space.
- Commercial Products:**
- NO BUY/SELL items are allowed in the show.
  - Only hand-constructed wares are to be sold.
  - The registered crafter/artisan must have constructed a majority of each item.



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

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- 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 state of your wares, it is your responsibility to contact the show coordinator prior to the show.

### Conduct:

- Crafters/artisans are expected to conduct themselves as respectful visitors to campus and follow the same behavioral expectations as our students and staff.
- MSU may remove without a refund a crafter/artisan that engages in behavior that is disruptive, disrespectful, or dangerous during the show.
- MSU reserves the right to prohibit a crafter/artisan from participation in future Shows based upon inappropriate behavior on campus.

### Credit Cards:

-The show abides by the MSU Card Payment Policy:  
If a Vendor accepts 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, Vendor 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. The Vendor 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 Vendor were to become non-compliant with PCI DSS, Vendor must notify Michigan State University of this change immediately. Failure of Vendor to comply with PCI DSS will constitute a breach of this agreement. Vendor agrees 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. **The use by Vendor 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.** Unauthorized use of these networks by Vendor will constitute a breach of this agreement. Costs of PCI DSS compliance and providing evidence of such compliance to Michigan State University are the sole responsibility of Vendor. Information about PCI DSS compliance is available from the Payment Card Industry Security Standards Council on their web site: <https://www.pcisecuritystandards.org>.



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

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**Non-Discrimination:** - MSU prohibits discrimination and harassment on the basis of race, ethnicity, color, national origin, sex, disability, religion, age, gender, gender identity, disability, height, marital status, political persuasion, sexual orientation, veteran status, or weight in its programs and activities.

**Food Policy:** -Only products that adhere to the requirements of the Michigan Cottage Foods Law are allowed.

Specific items:

- Dehydrated vegetables, fruits or herbs
  - Prepackaged dried dip mixes, dried soup mixes, dried baking mixes and spice blends
  - Home roast coffee beans and ground coffee beans
  - Jarred jams and jellies
  - Baked goods
- 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 and appropriate licensure.

**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**

**OPEN LOAD IN:**

- All crafters and artisans may park in the Grand River Ave Parking Ramp (RAMP 6) on Friday, December 1<sup>st</sup>, 2023 from 5:30 PM to 10:00 PM and Saturday, December 2<sup>nd</sup>, 2023 from 6:00 AM to 8:00 AM to unload and cart/carry items to the MSU Union (approx. 500ft).
- \*\*If you park along West Circle or Abbot prior to the road closing for Load-In you may be ticketed by MSU Police. Failure to comply with MSU's Load-In requirements may result in ineligibility to participate in future shows.



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

## Rules and Regulations

### **CURBSIDE LOAD IN:**

- Artists/Crafters can request “curbside” load in via Zapplication. Curbside load in allows artists/crafters to park along Abbott Rd/West Circle Drive at a designated load in time on Friday, December 1<sup>st</sup>, 2023 or Saturday, December 2<sup>nd</sup>, 2023. Curbside load in is available until spaces are filled on a first come first served basis. Load In Times are generally: Friday 5:30 PM, 6:30 PM, or 8:30 PM & Saturday 6:00 AM.
- Artists/Crafters utilizing curbside load in have 45 minutes to unload their vehicles before relocating to RAMP 6.

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

- Starting at 4 p.m. on Sunday, 3 December 2023, artists/crafters may begin to pack up and close their displays.
- A vendor should NOT close their booth until 4 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 can receive your load-out ticket in two 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.
    - Take a photo of your fully packed booth area and show the volunteers at the information booth you are ready to load out immediately.
    - Starting at 7 p.m. all streets will re-open for traffic. Therefore any vendor who still needs 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 7 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, 3 December 2023 or contact Show Staff to advise MSU 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 will be allowed in crafter/artisan booths areas.

**Raffles/Gambling:** No raffling or gambling is permitted.

**Refunds:** Refunds (Not including the non-refundable application fee or storage fee) are available under the following condition(s):



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

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- If a crafter/artisan CONFIRMS their acceptance into the show and CANCELS BEFORE or ON **MONDAY, 23 OCTOBER 2023**
- If the show is canceled by MSU after Monday, 23 October 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.

**Student Help:** -There will be limited student help on a first-come first-served basis.  
-Additional information will be sent to those accepted into the show.

**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.**