

63rd Annual Winter Arts & Crafts Show

Rules and Regulations

Advertising: Advertising will be on several platforms including print, news, 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 **August 25th, 2026**.
- All booths are only guaranteed a single front opening space.
- Booth locations & numbers change each year. Please consult the current booth map.
- Booths are assigned 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. Open flames, generators, and high electrical draw equipment is prohibited.
- Displays, decorations, storage, etc. cannot exceed the allotted booth space.

Commercial Products & Eligibility:

- Artists/Crafters must be the original creator and meaningfully involved in both the design and production of the work they sell. AI generated work is prohibited.
- We do not accept:
 - Mass-produced, wholesale, or resale items.
 - Work created or by a third party.
 - Designs predominantly purchased from third party vendors (including design files or images).
 - 3D printed products
 - Prepared, ready to serve meals (i.e. Food Trucks)
- The registered crafter/artisan must have constructed a majority of each item.-Show staff will investigate questionable wares; if found to be ineligible, 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.

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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>.

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.

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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.
- 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**

All vendors load-in from MSU Ramp 6 or Lot 7. You may come and go as many times, at any time, during the load-in period. See uabevents.com/apply for a more detailed overview.

TIME: Friday, December 5, 2026 (5:00PM - 9:00 PM) and Saturday, December 6, 2026 6:30 AM - 8:00 PM.

LOCATION: Standard vehicles should use MSU Ramp 6 (located along Grand River, 3 minute walk from the MSU Union).

Vehicles taller than 7' and/or longer than a standard parking spot, **or any vehicle with a trailer**, should use Lot 7 (located along East Circle Dr., 6 minute walk from the MSU Union).

CURBSIDE DROP OFF RESERVATIONS: Vendors may reserve a curbside drop off slot by "purchasing" (\$0.00) a slot with their booth. This allows you to park along West Circle Dr.

- You will choose a designated time to arrive.
- Slots are 45 minutes, **strictly enforced.**
- Limited to 1 slot per vendor.
- Slots are limited and sell out quickly.
- Slots are generally available **Friday, December 4th, 2026** (5:30 PM, 6:45 PM, 8:00 PM) or **Saturday, December 5th, 2026** (6:30 AM - 8:00 AM).

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

Starting at 4 p.m. on Sunday, December 6, 2026, artists/crafters may begin packing up and closing their displays.

- Vendors should **NOT** close their booths before 4 p.m. unless they have received prior approval from the show coordinator.

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- After packing up, vendors may move from Lot 7 to Ramp 6 to load out. A load-out ticket is **not required** for this process.

CURBSIDE PICK UP

Curbside pick-up is only available to vendors who reserved a curbside drop-off slot.

To use curbside pick-up:

- **Do not retrieve your vehicle first.** Pack up your booth completely before getting your vehicle. All grids should be collapsed, and all products should be packed and ready to move without interruption.
- Take a photo of your fully packed booth area and bring it to the first-floor main stage. Staff will review the photo and provide you with a load-out ticket.
- After receiving your load-out ticket, you may retrieve your vehicle. You must present both your load-out ticket and your parking pass/curbside drop-off pass at the checkpoint. Vehicles without these items will be turned away.
- Vendors will have 45 minutes to complete load-out.
- Beginning at 7 p.m., all streets will reopen to traffic. Any vendor who still needs to complete load-out after this time must park in a legal parking space on West Circle or Abbot

No Show: If you do not check-in by 8 a.m. **Saturday, December 6th, 2026** 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):

-If a crafter/artisan CONFIRMS their acceptance into the show and CANCELS BEFORE or ON **OCTOBER 25th, 2026.**

-If the show is canceled by MSU after the refund deadline.

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 or 517-355-3354.