

MSU ANNUAL WINTER ARTS AND CRAFTS SHOW WELCOME PACKET

Welcome to Michigan State University, the MSU Union, and the Annual Winter 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 the packet and linked documents.

COMMON FAQs

Emergencies:

- The information booth on every floor 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.
- **Vendors are required to use our emergency alert system, Nixle. Click [here](#) to sign up.**

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.
- All levels are accessible via our elevators.
- Accessible parking is available for vendors. Please contact show directors for more information.

Show Staff:

- There is one Information booth per floor.
- The Show HQ is located on the **1st Floor, near MSU FCU.**
- Show staff is on-site at all times. Two show directors are available at all times.
- **Please note the building does not open until 9 AM on Sunday.**
- Unfortunately, we are not able to provide Booth Sitters.

Food:

- The MSU Union convenience store is located on the 1st floor.
- **The Union Food Court is closed for renovations. We highly encourage vendors to make plans for meals.**
- Our new coffee shop, locally owned and operated Strange Matter has opened.
- 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:

- Storage can be purchased on Zapplication. It is locked at all times - your info booth can provide access. It is shared with multiple vendors.
- We provide security from the time the show closes until the building is locked.

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, December 5th**. 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!

Our historic building has a single accessible entry.

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:

- [Emergency Alert Nixle](#)
- [Staffing and Building Hours](#)
- [Load In Process](#)
- [Load In Map](#)
- [Load In Assistance Program](#)
- [Load Out](#)

SOME VENDORS MAY NEED TO REVIEW:

- [MSU Trademark Licensing Process and Consumable Product Licensing Verification](#)
- [Storage Access and Usage](#)
- [Hotels and Discounts](#)

Show Ready Checklist

- Read the Welcome Packet
 - Common FAQs
 - Tips for a Smooth Show
 - Building Hours
 - Accessing Storage
- Sign up for Nixle Emergency Alert.
- Prepare for Load-in
 - Review your load-in time and location.
 - Request a load-in time/location change **by Dec. 5** if needed.
 - Review the load-in process.
 - Have your booth number and load-in pass ready.
- Review building Hours
- Complete licensing processes
 - MSU Trademark Process
 - Consumable Product Licensing Verification Process

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 Spring Arts and Crafts Show (May 17th & 18th, 2025)- 360+ vendors and 40,000 patrons! Applications will open in early to mid-February.

We also hope you will join us for the 62nd Annual Winter Arts and Crafts Show- on December 3 & 4, 2025. Our Arts and Crafts Show website will be updated in early July and our application will open in early August.



