

# Milan Community Fair Inc.

P.O. Box 256, Milan, MI 48160

## The Food Court - 2024

This is an agreement between the Milan Community Fair, Inc. (MCFI) and \_\_\_\_\_

Fair Dates are **May 30th, May 31st, and June 1st, 2024.**

Food Court operation times are **May 30th and 31st, 4-10pm and June 1st, noon-10pm**

Food Vendor set-up times are **May 29th 5-8PM for early setup (Trailers), May 30th and 31st starting at 2pm, June 1st Starting at 11am**

**Those with large trailers, please try to set up on Wednesday evening May 29th**

### **Milan Community Fair agrees to the following provisions:**

1. MCFI will provide water & electrical service and one parking space per vendor.
2. The local police will provide twenty-four-hour protection from 6:00 PM, May 31st, 2023 - 12 PM, June 3rd, 2023; however, Milan Community Fair Inc. will not be responsible for the theft, damage or loss of any property.
3. Food Court Committee Chairperson will assign space and location when fees have been paid in full and both the Food Vendor Permit and Liability Insurance have been provided.

### **Vendor agrees to the following provisions:**

1. Food Vendor must disclose menu items at the time of contract signing. The Committee Chairperson holds the right to request that vendor cease further sale of items if there is duplication of product by other vendors.
2. Food Vendor shall maintain general good housekeeping at all times.
3. Food Vendors must carry insurance in an amount not less than \$1,000,000 for one incident, and \$2,000,000 for all incidents. **Milan Community Fair Inc** and **City of Milan** must be named as an additional insured party.
4. Food Vendor must provide current Food Vendor Permits, issued by Monroe County.
5. Food Vendor will supply hardware/cords for hooking up to electrical and/or water supply.

***To reserve your space, the Food Vendor Fee of \$300 and Signed Contract must be received by 5/17/2024***

**Food Vendor Permit and Insurance must be provided no later than 5/17/2024.**

**Alternate vendors will be solicited after these dates.**

**Check all services needed:**

Banner/Menu (provided by vendor) hung in the entertainment tent, adjacent to the food court - up to 40 Sq. Ft.

\$100: \_\_\_\_\_

Water Service: \_\_\_\_\_

120 Electrical Service: \_\_\_\_\_

240 Electrical Service: \_\_\_\_\_

**I AGREE TO THE ABOVE PROVISIONS:**

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature : \_\_\_\_\_ Date: \_\_\_\_\_

E-mail : \_\_\_\_\_

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**Fair Use Only**

Evidence of Insurance \_\_\_\_\_

Received by: \_\_\_\_\_

Food Vendor Permit \_\_\_\_\_

Received by: \_\_\_\_\_

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**Trailers / Vans:**

If you will be using a trailer, please provide us with a description or layout of your setup.

Ex. Trailer access from back or side, Size of trailer, etc.

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When arriving please come to the parking lot behind the fire station. Depending on your location, you will be directed to enter through the main gate or from the walking path on the south side of the park. Someone will be there to direct you.

This will allow us to better locate you for your convenience and the convenience of other vendors.

If you have questions, please email us at [milanfair48160@gmail.com](mailto:milanfair48160@gmail.com)

**Please note: On the night of the fireworks display, roads will be closed at 8pm and will not reopen until 11pm. Any vendors wishing to leave early must leave before 8pm. Otherwise, no vehicles will be allowed to leave until 11pm.**

## **Submitting Application:**

**Acceptance will be allocated based on a first come, first serve basis.**

**Mail application and check to:**

MCFI

P.O. Box 256

Milan, MI 48160

ATTN: Matthew Belford

**OR**

Application can also be submitted via e-mail and payment made with PayPal:

E-mail the application to **[milanfair48160@gmail.com](mailto:milanfair48160@gmail.com)**

Once we receive the application, we will send you a PayPal invoice.

There is a 5% transaction fee when paid via PayPal.