

**Milan Community Fair Inc.**  
**P.O. Box 256, Milan, MI 48160**  
**The Market Place - 2024**

This is an agreement between the Milan Community Fair and \_\_\_\_\_

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

The Market Place operation times are: May 30th and 31st, 4-10pm and June 1st, noon-10pm

The Market Place set-up times are: May 30th and 31st beginning at 2:00 PM, and June 1st beginning at 10AM

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

1. Twenty-four-hour protection will be provided from 6:00 p.m. on Thursday of the fair, until 12:00 (noon) the Saturday of the fair. However, Milan Community Fair will not be responsible for the theft or loss of any property.
2. Space and location will be determined by The Market Place Committee Chairperson. Any changes in spaces must be approved by the Committee Chairperson.
3. 110-volt service is provided.
4. One parking spot per space rented is available during market operation hours.

**Vendor agrees to the following provisions:**

1. Vendors must disclose all products that will be sold at the signing of this contract. All signage and materials sold by vendors must be equivalent to a "G" rating in movie theaters. The Committee Chairperson holds the right to request the vendor to cease from any further sale of items if this standard is not met or if there is duplication of products by other vendors.
2. Vendor shall maintain general good housekeeping utilizing containers provided by the Milan Community Fair.
3. If any item sold by a vendor can in any way cause harm or damage to any person or property, vendors must carry insurance in an amount not less than \$1,000,000.00 for one incident, and \$2,000,000.00 for all incidents. Milan Community Fair Inc. and City of Milan must be named as an additional insured party.
4. Vendors will need to supply their own tables and chairs as needed. Tents or canopies are recommended.
5. Vendors will supply their own electrical supply cord, lights, etc.

**I AGREE TO THE ABOVE PROVISIONS:**

Contact Name: \_\_\_\_\_

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

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

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

Phone : \_\_\_\_\_

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

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

List ALL items you wish to sell at the Fair

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Space Requested:

15'w x 12'd: 1 day @ \$50 \_\_\_\_\_ 2 days @ \$75 \_\_\_\_\_ 3 days @ \$100 \_\_\_\_\_  
(Prices listed are per spot)

Extra space requested: \_\_\_\_\_ Electrical outlet needed - Yes/No \_\_\_\_\_

Evidence of Insurance \_\_\_\_\_ Received by: \_\_\_\_\_  
(If required. See Item 3 above)

Trailers:

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.

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)

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**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.

**Entering & Setup:**

Event location:

Wilson Park  
89 Wabash Street  
Milan, MI 48160

Please enter from the walking path on the south side of the park.  
Your spots will be labeled and you can park directly behind your spot. Vendors located near the Entertainment Tent may be asked to delay setup if food trucks are still being placed.

