



**Indoor &  
Non-Food Outdoor  
Vendor Guide  
& Contract**

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## VENDOR GUIDE & CONTRACT

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### **IMPORTANT NOTE**

You may fill out an application to be a Vendor at the Michigan State Fair, but this does not guarantee your space. Your application will be reviewed by management based on available space and requirements. You will receive notification after submitting, if you have been accepted, then you may submit the proper documents needed to participate. Once all documents have been reviewed and payment has been received, a final acceptance confirmation will be sent to you regarding your space at the fair.

FINAL Vendor booth locations will not be sent out until 2 weeks before the Fair.

**ALL BOOTH PAYMENTS ARE DUE ON OR BEFORE JULY 29<sup>TH</sup>, 2024 – IF YOUR PAYMENT IS SENT AFTER JULY 29<sup>TH</sup> THERE WILL BE A LATE FEE OF \$50 APPLIED TO YOUR TOTAL.**

**ANY NEW VENDORS SUBMITTING AN APPLICATION AFTER JULY 29<sup>TH</sup> WILL HAVE A LATE APPLICATION FEE OF \$50.00.**

***Vendor booths are required to stay open the entire duration of the fair - hours are listed below. If you pack up early, you may be asked not to return.***

### **DATES:**

Thursday, August 29<sup>th</sup> - 11:00am - 10:00pm

Friday, August 30<sup>th</sup> - 11:00am - 10:00pm

Saturday, August 31<sup>st</sup> - 10:00am - 10:00pm

Sunday, September 1<sup>st</sup> - 10:00am - 10:00pm

Monday, September 2<sup>nd</sup> - 10:00am - 9:00pm

Our Indoor Vendor Hall closes at 7:00pm on Monday

### **LOCATION:**

Suburban Collection Showplace

46100 Grand River Avenue

Novi, Michigan 48374

Phone: 248.348.5600

[www.SuburbanCollectionShowplace.com](http://www.SuburbanCollectionShowplace.com)

### **PROMOTIONS:**

The Michigan State Fair has brochures, posters, flyers and email blast content available for you to distribute to your client base. Please contact our offices to request these materials.

### **SPACE REQUIREMENTS:**

All exhibit space – indoor and outdoor – is leased for the entire run of the Fair (6 days) on a per booth basis and may not be resold or leased to any other person/business/organization without notification and approval.

**All move-in MUST (unless approved by vendor manager) be complete on Wednesday, August 28<sup>th</sup> by 1:00pm. Any vendors that do not move in, on or before this time, will NOT be guaranteed the space they were sent via email. If another vendor that is onsite and would like to swap locations with any vendor that is not moved in by this time, they may do so.**

### **INDOOR REQUIREMENTS:**

#### **NO EZ UP/POP UP TENTS ALLOWED INDOORS**

Each 10 x 10 booth comes with: (2) vendor badges, (1) 6' skirted table and two (2) chairs, and an 8' foot back drape with 3' side drape.

Additional equipment can be ordered through ArtCraft Display, Inc.

Electrical and Internet are NOT included; if you are in need of these please fill out the attached form(s).

### **OUTDOOR REQUIREMENTS:**

Tents are recommended but not required. You **WILL** be placed in a paved lot. Please bring the proper weights to hold down your tent. Tables and Chairs can be ordered through ArtCraft Display, Inc.

### **CHARITY PREVIEW NIGHT:**

On **Wednesday, August 28<sup>th</sup>**, the Michigan State Fair hosts a Charity Sneak Preview and Press Preview Night. The vendor area and entire fairgrounds will be opened for select members of the public and media to enjoy the Michigan State Fair before the official opening. We are requesting that your booth be manned, as you will be able to sell to the patrons that will be here. If you cannot, your booth is to still be opened and not covered, as we want to present the best looking fair to the Media. **\*\*IMPORTANT NOTE \*\* Do not leave any valuables! If you choose to not man your booth the Michigan State Fair is not liable for lost, damaged or stolen goods.**

### **ARTCRAFT DISPLAY – DECORATOR:**

ArtCraft Display, Inc is the exclusive decorator of the Michigan State Fair and should be contacted for additional furnishings, labor and freight. ArtCraft Display, Inc forms can be found online <https://www.artcraftdisplay.com/> or call 248-380-0843.

### **INDOOR MOVE-IN HOURS:**

Tuesday, August 27<sup>th</sup> 9:00am – 7:00pm

Wednesday, August 28<sup>th</sup> 9:00am – 1:00pm

### **OUTDOOR VENDORS MOVE-IN HOURS:**

Wednesday, August 28<sup>th</sup> 10:00am – 1:00pm

### **MOVE-IN DETAILS:**

Vehicles will only be allowed within facility on Tuesday, August 27<sup>th</sup>. **Absolutely no vehicles will be permitted to drive into the venue on Wednesday, August 28<sup>th</sup>.**

\*Special accommodations to move in after 1pm on Wednesday will be evaluated on a case-by-case basis and must be arranged **four days** in advance by calling 248-348-6942.

ALL load-in must occur through the rear of the facility at Door #3. Check-in at the vendor registration desk to receive badges and additional information. During this time ArtCraft Display, BoCo Enterprises and Show Management will be available for assistance. Vehicles will be brought in to the venue on a first come-first serve basis to unload. Venue staff will coordinate vehicle movement and do so in a manner that ensures safety. Please be patient with this during the move in process or we will ask you to cart in your items.

Any vendor arriving **AFTER** this day and time will be subjected to a \$50/hr labor fee.

### **MOVE-OUT HOURS:**

Indoor Vendors Monday, September 2<sup>nd</sup>: 7:00pm – 12:00am

Outdoor Vendors Monday, September 2<sup>nd</sup>: 9:00pm – 12:00am

All booths must be moved out completely on Monday, September 2<sup>nd</sup> by 11:59pm. Please be patient with move out, your cooperation will help this process run smoothly.

### **LABOR:**

Vendors shall provide their own labor to set up, unload and dismantle. Vendors must also provide their own dollies and carts to do so. Additional labor can be hired through ArtCraft by calling (248) 380-0843. Forklift and banner hanging is available but must be booked through Artcraft Display Inc.

### **SALES TAX:**

The Michigan State Fair does not collect taxes on behalf of the State of Michigan and it is the Vendor's responsibility to understand all tax regulations as it applies to them. Show Management is not allowed to answer questions about taxes for Vendors. To apply for a State Tax Identification number for sales tax on merchandise sold, collecting, and remitting at your booth, contact the Department of Treasury, Treasury Building, Lansing, MI 48922 or call 517-373-3200. You can also find more information at [www.michigan.gov/taxes/](http://www.michigan.gov/taxes/).

### **UTILITIES & ELECTRICAL – All Utilities through BoCo ENTERPRISES :**

**Electrical Connection Charges are not included in space rental rates.** Please fill out the Outdoor Vendor electrical Form and mail it in with your contract. Please note that electrical payments are made out to BoCo Enterprises. BoCo Enterprises is the exclusive provider of all utilities for the Michigan State Fair. If you do not pay and we see you

connected on the fairgrounds, we will disconnect the cord and it will be confiscated until payment is made.

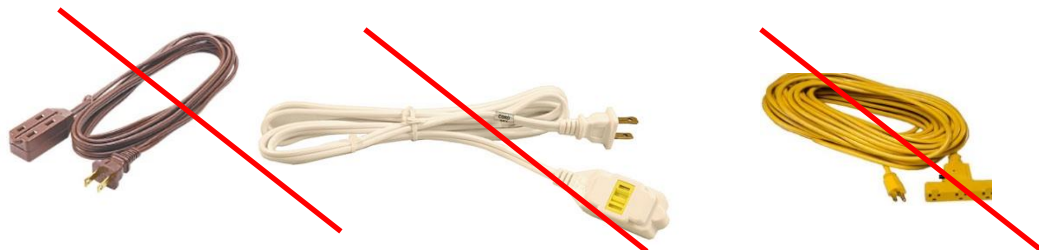
We have strict electrical requirements that must be followed. The Fire Marshall will check every booth/trailer at the start of the fair to ensure that all regulations are followed. Please look over the information below to make sure that your booth/trailer is up to fire code. You will be responsible for any additional charges if changes are made by the Fire Marshall.

#### **INTERIOR ELECTRICAL REQUIREMENTS:**

Indoor Vendors must follow these electrical rules:

1. No cords allowed on the ground in foot traffic areas or under carpet
2. Cords without a ground are not permitted
3. All cords must have 3 prongs and may not be damaged
4. Fusible cord strips must be used in any multi plug situation
5. No cube taps are allowed
6. Any display that uses water must have a G.F.I.

These types of electrical extension cords below are NOT permitted. All extension cords MUST have 3 prongs. **\*Multi-plug cords can only be used if they have a fused breaker\***



Outdoor rated extension cords are a good way to determine if a cord is acceptable. Computer type power strips are recommended and encouraged to plug many items into the end of the extension cords.



#### **OUTDOOR ELECTRICAL REQUIREMENTS:**

Outdoor Vendors must follow these electrical rules:

1. No cords allowed on the ground in foot traffic areas or under carpet
2. Cords without a ground are not permitted
3. All cords must be outdoor rated
4. All cords must have 3 prongs and may not be damaged
5. NO Fusible cord power strips allowed in any multi plug situation
6. Cube taps are allowed outside

7. All 20 AMP Services will be provided with G.F.C.I Outlets

Please contact our Utilities Department, Dawn Thomas, with any further questions you may have at 248-348-5600 ext. 206 or [dthomas@suburbanshowplace.com](mailto:dthomas@suburbanshowplace.com) For other questions regarding connection types contact Mary Alice Mirochna, M.A.D. Power at 586-215-1927 or [maryalice@madpowerinc.com](mailto:maryalice@madpowerinc.com)

We have strict electrical requirements that must be followed. The Electric & Fire Marshall will check every booth/trailer at the start of the fair to ensure that all regulations are followed. Please look over the information below to make sure that your booth/trailer is up to fire code. You will be responsible for any additional charges if changes are made by the Electric & Fire Marshall.

**Power will not be turned on until Wednesday at 12:00pm. Our Electrical team will do our best to accommodate electricity for stock trucks/trailers arriving early.**

***ELECTRICAL REQUIREMENTS:***

These types of electrical extension cords below are NOT allowed. Absolutely NO power strips outdoors. All extension cords MUST have 3 prongs.



***CLEANING:***

Building cleaning personnel will remove all bulk trash, crates, pallets, and packing materials/ lumber prior to the initial show opening and following move out. They will empty trash containers and small trash cans placed in the aisles by Vendors during the non-open hour cleaning. It is the responsibility of the Vendor to mark any cartons, literature, and similar items they wish to save. The Suburban Collection Showplace and the Michigan State Fair are not responsible for removing unmarked materials as trash. BOCO Enterprises, INC is the exclusive contractor for all cleaning services at the Suburban Collection Showplace. For your convenience, we are offering an individual booth cleaning service for the fair. This is an optional service that you may purchase via the BOCO Enterprises, INC form within this packet.

### **CLEANLINESS:**

We take the appearance of our buildings and grounds seriously at the Michigan State Fair, and to keep our facility in top shape we must have your cooperation. All Vendors/Exhibitors/Concessionaires are responsible for keeping their booth and area immediately adjacent to them clean and trash free. Each night immediately after closing, each booth should be thoroughly cleaned. For your convenience, trash may be swept into the aisles or left on the roadway for pickup by the night cleanup crews. Empty boxes must be collapsed. For security reasons, cleanup crews are not permitted to enter or clean the inside of any booth, concession, ride, or game; this is your responsibility.

If an exhibit or concession requires cleanup (other than at night after closing), the persons manning the booth are responsible for cleaning and placing the trash directly into available trash receptacles. All waste water will be disposed of properly by using a holding tank.

### **GOLF CARTS AND SIMILAR VEHICLES:**

Only carts with permits will be allowed to operate on the grounds and shall comply with the following:

- a) Permit and number must be prominently displayed.
- b) Golf carts shall be operated by responsible licensed driver at safe, reasonable speeds.
- c) All carts, including first aid, shall cease operation on all main walk areas, unless responding to an injury, when these areas become overly crowded

**Carts of violators may be impounded for the duration of the Fair and future contracts or privileges will be placed in jeopardy.**

### **HELIUM:**

The Suburban Collection Showplace does not allow helium tanks within the building or on the premises. Vendors cannot have helium balloons to decorate their booth or hand out to attendees.

### **FLIES:**

Please note that due to the unique situation of having everyone and everything under one roof, including the animal exhibits, that there will be flies. The flies will, in certain instances, leave specking on merchandise, and in rare circumstances can cause damage. Please be aware and take preventive actions and precautions to protect your merchandise and equipment as the Michigan State Fair will not be responsible for any damage caused.

### **VENDOR PARKING:**

There is NO designated Vendor parking however, parking is FREE and lots are available on a first come-first served basis. A limited amount of trailer parking is also available. All vehicles must be parked in legitimate, clearly marked standard parking spaces. Parking in fire lanes, in front of marked exits, on islands, or any other non-paved areas will not be permitted at any time. The Suburban Collection Showplace reserves the right to tow, at owner's expense, any vehicle improperly parked on its site without prior notification. No overnight parking of any vehicle, truck, trailer etc. will be allowed without proper authorization. **There is absolutely NO PARKING behind the Suburban Collection Showplace Exposition Hall.**

### **VENDOR BADGES:**

Vendor badges will be available for pickup during move-in/check-in at the Michigan State Fair. Each 10x10' Space will receive 2 Vendor badges, Bulk spaces bigger than 4 (10x10) will receive 6. Notify Management in advance for special requirements. Additional badges may be purchased for \$15 each.

Vendors must wear their badge at all times to have unlimited access to the fair grounds and any access to load-in entrances of the facility. Security will not allow individuals without the proper credentials to enter. Vendor badges will **NOT** allow you to ride any Carnival Rides or attend the Circus, but you may purchase a daily Ultimate Admission that will allow you to ride the rides and see the circus.

### **DISCOUNTED ULTIMATE ADMISSION:**

A \$30 Discounted Vendor Ultimate Admission (Includes Unlimited Rides & Circus Performances) is available for purchase at the Hall B Fair office. This Ultimate Admission is **ONLY** valid on the day of purchase. A valid Vendor badge and Vendor name will be required for purchase.

### **VENDOR RE-ENTRY:**

Vendors will have access to the Fair one hour prior to opening every day. Vendors must wear their badge at all times to have unlimited access to the fairgrounds and any access to load-in entrances of the facility. There will be a Re-entry point at the **MAIN ENTRANCE** for Vendors. You may then walk/cart items to your booth. If you need to pick up a badge, you must enter at this entrance as it is the closest to the Fair office, where you will be able to pick up your badge. The other Entry point is on the Courtyard by Event Center Entrance, you must already have a badge to enter at this point. (See Map for Details).

### **NOISE:**

Please note that this is a fair. It will be loud surrounding your booth depending on your location and/or the surrounding activities. Thank you for your understanding but please make note of this when signing up for a booth.

### **SOUND USE:**

Amplified sound is not permitted from a concession or exhibit area unless advance written permission is granted by the Fair Authority. If sound is allowed, it must be of such a nature as not to cause annoyance to other Vendors/Exhibitors/Concessionaires. A second warning will result in removal of the sound apparatus from the exhibit or termination of the license agreement.

### **SMOKING:**

In an effort to create a healthier environment for everyone at the State Fair, the Fair has been designated as a smoke free fairground.

### **SIGNS & TAPE:**

All signage used by exhibitors must be professionally made. This includes the required company and / or organization booth identification signs. Handwritten signs, of any type, are **NOT** allowed. All signs and banners must be hung only by authorized personnel unless hung within booth space and display guidelines. At no time will Vendors be allowed to adhere anything to the walls or columns. Vendors will be strictly prohibited from using any unauthorized style of tape or adhesive substance within the facility, including the "show floor". Absolutely no tape will be allowed on the



walls & columns, and only the specific, acceptable types are allowed on the floors. **Duct tape, plastic double-sided tape, and masking tape are strictly prohibited.** Only cloth backed, carpet tape will be allowed. Proper tape can be purchased from the service desk. Vendors will be responsible for the cost of any repairs due to damage caused by the use of unauthorized adhesive substances.

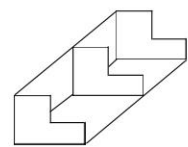
**VEHICLES ON DISPLAY:**

Vendors who will have a display vehicle in the exhibition hall within their booth must adhere to the following:

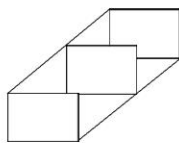
1. Disconnected battery
2. Less than 1/8 of a tank of gas
3. Locked or taped gas cap

**INTERIOR EXHIBITION HALL DISPLAY SPACE:**

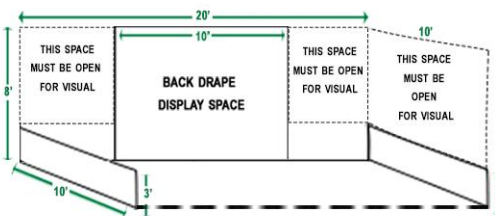
8' high back draping and 3' high side draping as well as one 6' skirted table and two folding chairs are provided for your booth in the Exposition Center. Additional tables, chairs, carpeting, etc. are available for rent from Suburban Collection Showplaces contracted service provider, ArtCraft Display. Nothing in the front portion of your booth (or within 5' of the front) may exceed the height restriction. Vendors shall not permit their exhibit to obstruct the view of any adjoining Vendor's space, nor permit such exhibit to be operated in any manner objectionable, in the opinion of the Fair, to adjacent or surrounding Vendors. If you have questions regarding the photos below and how your display should be set up, please contact us at 248-348-6942.



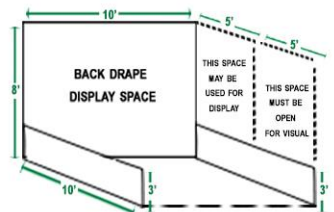
**ACCEPTED**



**PROHIBITED**



**10' x 20' ENDCAP BOOTH DISPLAY DIMENSIONS**



**10' x 10' BOOTH DISPLAY DIMENSIONS**

**\*IF BOOTH DISPLAY DOES NOT MEET REQUIREMENTS, NECESSARY PLACEMENT WILL BE COMPLETED BY FAIR AUTHORITY. REQUIREMENTS MUST BE MET PRIOR TO OPERATION. FAILURE TO COMPLY MAY RESULT IN BOOTH CLOSURE AND REMOVAL WITH ALL FEES AND COSTS FORFEITED TO THE MICHIGAN STATE FAIR.**

**INSPECTION:**

The Suburban Collection Showplace reserves the right to inspect all cartons, packages, containers or coolers brought in or out of the facility at any time.

**SECURITY:**

It is to the benefit of the Vendors/Exhibitors to have their booths properly manned. Security in the booths is the responsibility of the Vendors/Exhibitors. The Fair Authority will in no way be responsible for the property of the Vendors/Exhibitors/Concessionaire. Valuable merchandise should be secured at night under lock and key or removed to a safe location by the Vendors/Exhibitors. Vendors/Exhibitors may want to purchase insurance against loss or damage. We will have Security on-site throughout the entire duration of the Fair. However, the Michigan State Fair is not liable for items stolen or taken from your booth space.

### **FOOD & BEVERAGE:**

**Outside Food & Beverage is NOT allowed within The Suburban Collection Showplace at any time with the SINGLE EXCEPTION of move-in hours.**

**Outside alcohol is strictly prohibited from the Fairgrounds, includes all indoor and outdoor areas.**

There are a variety of food options within the vicinity of Suburban Collection Showplace that are available during move-in hours. Concessions will be open during all active event hours. This event will be serving alcohol during active event hours. Vendors are allowed to bring a sandwich in a brown paper bag or inside of a small (personal size) insulated lunch bag or lunch box sized "cooler." The lunch box sized coolers will be checked for alcohol, and all other sized coolers are not permitted. When concessions are closed during non-active fair hours and during move-in days, vendors may bring in food for their employees, however, no outside food or food deliveries will be allowed 2 hours prior to the start of the fair.

### **FOOD SAMPLING IN YOUR BOOTH:**

Any vendor who offers for sale food or beverage in any form must be either a Michigan Cottage Food Vendor, or must be licensed through the Michigan Department of Agriculture (MDARD) or the Oakland County Health Department (OCHD). Most State Fair Food Vendors will need to be licensed through MDARD. For information whether your business falls under the Michigan Cottage Food Law visit this website: MDARD - Michigan Cottage Foods Information. For licensed vendors who operate at a different location, please bring your license for review by an MDARD Inspector who will be onsite during the fair. For all other vendors you will need to be licensed with a MDARD temporary Fair License. Vendors who pre-pay the license fee may do so by completing a fair license application. Instructions for completing the application are available on the following website: MDARD - Licensing Portal System ([michigan.gov](http://michigan.gov)). Vendors who do not pre-pay will be subject to double the normal licensing fee. This fee will be collected by an MDARD Inspector onsite during the fair. Any licensed establishments will not need to pay for an additional fair license and will operate as an extension of their existing license unless they are performing extensive food operations onsite (food processing, for example). For any related questions contact State Inspector **Daniel Hidalgo** [Hidalgod@michigan.gov](mailto:Hidalgod@michigan.gov) - 313-400-0616

Food Safety Requirements that will be reviewed by an MDARD Inspector (among others):

1. If there will be any handling of exposed food or beverages, a conveniently located supplied hand sink must be accessible. For vendors who will be preparing samples at their booth this means you will need a hand sink to use. If there is no hand sink available nearby you may setup a portable hand sink at your booth (igloo water container, bucket, & handwash supplies). Any vendor who is handling exposed food or beverage and does not have access to a hand sink will have their exposed food operations suspended by an MDARD Inspector.
2. Samples must be covered and be protected from consumer contamination (sneezing, coughing, touching, etc.) by whatever means.
3. Single-service equipment and utensils is preferred. Non-dispensable equipment may be used, but must be able to be washed, rinsed, and sanitized, at the appropriate time/temperature

parameters. Ensure the use of gloves when handling exposed food and beverages and don appropriate personal protective equipment (hairnets, aprons, etc.) as needed.

4. All coolers and/or hot holding units will need to be affixed with an air thermometer to ensure temperature in the cooler. For temperature held food or beverage products, please also bring an internally probing food thermometer to ensure adequate temperature.

5. Food trucks and other applicable vendors will be need to be outfitted with adequate water drainage, backflow prevention, and hot water capacity.

All food product and sampling items need to be stored in your booth space, please allocate enough space to ensure the storage of your products. Our fair is too large to offer extra space for storage of products or items within the facility outside of your booth space.

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## MICHIGAN STATE FAIR EXHIBITOR CONTRACT

### MUST SERVE PEPSI FAMILY PRODUCTS INCLUDING SOFT DRINKS, TEA, WATER, ISOMETRICS, AND ENERGY DRINKS

1. Exhibit Space. You, as Exhibitor, shall be assigned a designated Exhibit Space within the Michigan State Fair (hereinafter, "State Fair") at the Suburban Collection Showplace, operated by BoCo Enterprises, Inc. and owned by TBON, LLC (hereinafter, collectively, "Sponsors"). At all times Exhibitor must conform to the size and space of their assigned space. No exhibit shall be of such character or arrangement as to obstruct the view or interfere with the exhibits of other Exhibitors and shall never extend into any aisles. No exhibit shall exceed eight (8) feet in height without express written consent of the Michigan State Fair Show Management (hereinafter, "Show Management"). Nor shall any part of any exhibit or any signs used by Exhibitor within their assigned space shall be posted, nailed, or otherwise attached to the walls, doors, windows, or other surfaces of the Suburban Collection Showplace (hereinafter, "The Facility"). Interviews, demonstrations, distributions of literature, and any other marketing activities must occur within the Exhibit Space. If video or audio are used in the booth, volume levels must be kept at a level that does not interfere with other Exhibitor's Exhibit Space.
2. Deposits. All deposit money for Exhibit Space will be retained if the Exhibitor fails to fulfill, violates, or cancels Exhibit Space.
3. Payment. All charges for your Exhibit Space shall be paid in full with US dollars by the date specified in the Michigan State Fair Exhibitor Contract. You agree that the State Fair, Sponsors, and their agents, representatives, cannot guarantee by your exhibiting at the State Fair any financial gain to you or your organization, nor can they guarantee attendance at the State Fair.
4. Refunds; Liquidated Damages. No refunds will be made if Exhibit Space is unused or partially used. However, if Exhibitor gives Notice to Show Management that Exhibitor will not participate in the Michigan State Fair and would like to cancel its Exhibit Space more

than ninety (90) days prior to the State Fair's occurrence, Show Management shall return any Payments made by Exhibitor. If Exhibitor gives Show Management Notice of its intent to cancel its Exhibit Space more than thirty (30) days, but less than or equal to sixty (60) days from the State Fair's occurrence, Show Management will return fifty percent (50%) of any Payments paid by Exhibitor for Exhibit Space. No refunds shall be given if Exhibitor cancels its Exhibit Space thirty (30) days or less from the State Fair.

5. Liability for Loss, Theft, Property Damage, or Personal Injury. Exhibitor hereby waives any and all claims against Sponsors, Show Management, their employees, agents, or representatives, relating to any loss, theft, damage, or destruction to its property, and from any and all claims for personal injuries relating to its operation of Exhibit Space at the State Fair. It is recommended that Exhibitor take precautionary measures of their own to secure and safeguard property. Further, Exhibitor assumes entire responsibility, and hereby agrees to protect, defend, and hold harmless the Sponsors, State Fair, and Show Management, and their respective employees, agents, and representatives, against all claims, losses, and damages to persons or property, governmental charges or fines and attorneys' fees arising out of or in connection with Exhibitor's installation, removal, maintenance, or use of Exhibit Space. Exhibitor shall be held jointly and severally liable for any damage to Sponsors caused by Exhibitor, its employees, agents, or representatives.
  
6. Insurance. It is expressly acknowledged that Sponsors, State Fair, or Show Management, or their employees, agents, and representatives have not purchased insurance of any kind for the benefit of Exhibitor, nor is it under any obligation to do so. Exhibitor agrees to obtain and keep in force until completion of the State Fair, including set up and tear down, a commercial general liability insurance contract with liability limits equal to or greater than the following limits:
  - a. Comprehensive General Liability Insurance coverage, including protective and contractual liability coverage, with limits not less than \$1,000,000.00 per occurrence.
  - b. Employer's Liability Insurance with minimum limits of \$100,000.00 per accident.
  - c. Worker's Compensation Insurance coverage in full compliance with Federal and State laws.
  - d. Comprehensive General Automobile Liability Insurance covering owned, non-owned, and hired vehicles including loading/unloading hazards with bodily injury limits of \$250,000.00/\$500,000.00 and property damage limits of \$100,000.00.

The contractor shall provide a certificate of insurance to the State Fair, evidencing such coverage within ten days of this Agreement's execution.

7. Additional Insureds and Indemnities. See EXAMPLE CERTIFICATE COPY further within this packet. For each and every of the above insurance policies, the following must be provided as Additional Insureds/Indemnities:
  - (a) BoCo Enterprises, Inc. (46100 Grand River Avenue, Novi, MI 48374)
  - (b) TBON, L.L.C. (46100 Grand River Avenue, Novi, MI 48374)
  - (c) Epoch Hospitality, LLC dba Epoch Catering. (46700 Grand River Ave, Novi, MI 48374)
  - (d) Suburban Marketing Group dba The Suburban Collection (1795 Maplelawn Drive, Troy, MI 48084)

(e) Avalon Hospitality Group (9555 Chesapeake Drive, Suite 202, San Diego, CA 92123)

(f) The Michigan State Fair, a private entity, LLC (46100 Grand River Ave., Novi, MI 48374)

8. Indemnification. Exhibitor shall be solely responsible for any and all injuries to persons or damages of property or any other injury, claim, damage or loss of whatever nature, arising directly or indirectly from Exhibitor's activities during the State Fair or its performance under this Agreement. Contractor shall INDEMNIFY, SAVE AND HOLD HARMLESS those entities listed above as Additional Insureds, and their employees, agents, and volunteers from and against all liability, loss, damages, claims, costs and expenses (including attorney fees) arising out of injury to person or damages to property or any other injury, claim, damage, loss, cost or expense arising from the Exhibitors actions during the State Fair or its performance of this Agreement.
9. Compliance with Facility Rules and Regulations. The Exhibitor agrees to abide by all rules and regulations of the Sponsors/Facility in which the State Fair takes place. All rules and regulations are on file in the general office of the building. **No "E-Z Up" tents are allowed in the Facility** without the express written permission of Show Management. Advertising materials or signs of entities or people, other than those who have engaged space with the State Fair, are prohibited. Exhibitors must be present at all active hours of the State Fair. All Exhibitors must wait to dismantle Exhibit Spaces until show closing. SHOW MANAGEMENT WILL APPRECIATE BEING INFORMED OF ANY INFRACTION OF THIS RULE. We reserve the right to suspend the sale of any items or merchandise at any time for any reason. Noncompliance with a management directive will result in expulsion and removal with no refund.
10. Exhibit Space Equipment. Exhibitors are responsible for providing all equipment necessary for their Exhibit Space. Motion picture projectors and other equipment must conform to state and city fire regulations. Electrical wiring must conform with state and local fire codes. Loud speakers, radios, television sets, or the operation of any machinery or equipment shall be subject to Show Management's discretion. Tables or platforms on which any monitor or equipment is placed cannot exceed a height of 42 inches. All display décor shall be fire retardant before entering into the Exhibit Space.
11. Expulsion and Right of Refusal. Show Management and/or Sponsors have the right to refuse an Exhibitor on the grounds of non-compatibility with the event, the absolute right to select whom may exhibit, and the absolute right to regain possession of any Exhibit Space for any reason whatsoever. Unethical conduct, uncooperative behavior, infraction or rules, sexually oriented material, or safety hazards deemed potentially dangerous to persons or property shall subject the Exhibitor to dismissal from the State Fair. No refunds shall be given in the event of dismissal for a violation of any rules and regulations. Only registered exhibitors will be admitted to the State Fair. All agents and representatives of Exhibitor must register with Show Management.
12. Floor Plan; Event Times. Sponsors and Show Management have the right to change the time and floor plan of the State Fair. Exhibitor must be present during all active hours of the fair, this includes the day before the opening of the fair, our VIP Reception & Charity Preview through Monday.

13. Subletting of Space. Exhibitor shall not assign, sublet, or apportion the whole or any part of its assigned Exhibit Space. Nor shall Exhibitor allow any other organization or person within their own Exhibit Space without the written consent from Show Management. Exhibitor shall not assign or transferred its rights or privileges under this contract.
14. Legal Compliance. All exhibitors are required to comply with any and all federal, state, and local laws, rules, and regulations and to obtain any applicable licenses or permits (including, but not limited to, sales tax, raffles, etc.). Exhibitor is hereby charged with knowledge of all such laws, ordinances, and regulations pertaining to health, fire prevention, and public safety, while participating in the State Fair and agrees to comply with said laws.
15. Intellectual Property. Exhibitor agrees to pay when due any and all royalties, license fees, or other charges accruing or becoming due all royalties, license fees, or other charges accruing or becoming due to anyone by reason of any music, either live or recorded, or other entertainment of any kind or nature, played staged or produced by the Exhibitor, its agents, employees, or representatives, within the Exhibit Space. Exhibitor shall assume all costs and expenses arising from the use of patented, trademarked, or copyrighted material, equipment, devices, processes, or dramatic rights, used during or incorporated during the State Fair by Exhibitor, and agrees to protect, indemnify, defend, and hold harmless, Sponsors, Show Management, and their respective agents, representatives, and assigns, from any damages, costs, or expenses relating to Exhibitor's activities at the State Fair. Exhibitor authorizes Show Management to use Exhibitor's name and/or likeness to promote the State Fair and to solicit other exhibitors for the State Fair and future events.
16. Force Majeure. Sponsors and/or Show Management, their agents, or representatives shall not be liable for the fulfillment of this contract as to delivery of Exhibit Space if non-delivery is due to any of the following causes: by reason of Sponsors/Facility being destroyed or damaged as to reasonably not be usable for the State Fair, acts of God, strikes, authority of law, or for any other reason beyond Sponsors or Show Managements control.
17. Official Trade Show Services Contractor. Sponsors and Show Management will make available to Exhibitor an official Trade Show Services Contractor for the purpose of providing utilities, furnishings, accessories, tables, draperies, signs, models, labor for erecting and dismantling exhibits, etc. Exhibitor may not employ any other contractor for these services without prior written permission from Show Management. It is expressly understood that such Trade Show Services Contractor is not the agent or employee of Sponsors, Show Management, or State Fair and that none of the aforementioned shall be liable to Exhibitor or any other person for the acts or omissions of the Trade Show Services Contractor.
18. Disputes. Exhibitor agrees that Show Management has, and consents to, Show Management's authority to settle all disputes regarding issues not covered by this contract. All such disputes shall be brought to Show Management's attention immediately. Exhibitor agrees to abide by Show Management's resolution of said issue.

19. Joint and Several Liability. Exhibitor, its agents, or representatives shall be held jointly, collectively and individually responsible for any and all debts incurred for all Payments, exhibit costs, fees, or charges, due under this Contract.
20. Conduct of Vendors/Exhibitors/Concessionaires. Each Lessee is expected to deal honestly and fairly with the public and any attempted fraud, deception or misrepresentation will be considered sufficient cause for revoking the Vendors/Exhibitors/Concessionaire contract.

**Negative attitudes, excessive unfounded complaining, etc. are not welcome and will not be tolerated.**

**NO Drinking alcoholic beverages in concession, games, and/or rides are permitted.**

**NO Smoking in Vendors/Exhibitors/Concessionaire booths or trailers.**

**Your booth or outdoor space should be properly manned at all times during exhibit hours. An unoccupied booth has very little value to you or to our patrons and pilferage may occur when booths are not manned.**

All Vendors/Exhibitors/Concessionaires must confine activities to within the limits of the space allotted to them. Sales people and demonstrators are prohibited from operating in the aisles/walkways and from extending their activities into the aisles/walkways.

**Violations may result in immediate termination of contract and will be asked to leave the premises.**

Hawking; distributing hand bills or other materials; posting or tacking advertisement bills, cards, etc., is strictly prohibited anywhere on the Fairgrounds complex, except within the confines of the Vendors/Exhibitors/Concessionaires own space. Painting; drilling of walls and/or floors; or making permanent installations to Fair property will not be allowed.

Vendors/Exhibitors/Concessionaires may advertise or distribute **approved** products or literature only from within their own exhibit space. **They may promote their own product or activity but may not discredit others.** Oral and visual advertising, solicitation and distributed materials must be in good taste, must be neutral or positive and may not be defamatory, promiscuous, pornographic, obscene, profane or vulgar.

Absolutely NO roving Vendors or roving solicitor (acting either for a profit, or nonprofit organization, or on own behalf) shall be permitted to operate anywhere on the Fairgrounds. All solicitation for contributions or sales must be made within the confines of the person's own (or his organization's) contracted space. No Vendors or solicitor will be permitted to engage in deliberate touching of un-consenting persons.

Solicitation of donations by Vendors/Exhibitors/Concessionaires from their booth is prohibited, unless specifically authorized in writing in the license agreement.

Thank you for apply to be a Vendor at the Michigan State Fair. We look forward to working in partnership with you to create the best State Fair experience in the country.



**\*\*Please note\*\* We DO NOT offer item and category exclusivity unless you are a Major Sponsor of the Fair. These opportunities are offered by Fair Management. If you are a Face Painter, Caricature Artist or if you sell Novelty Products, Fair Management will do their best to accept only two within our interior exhibition hall and two within our exterior fairgrounds. This is not guaranteed but will be monitored. When applying please know there may be other vendors selling similar or the same items/products. The Fair is not held responsible and this will be YOUR choice as a vendor choosing to apply anyway. \*\***

Please sign below to indicate you and have read and agree to all of the terms and conditions stated in this contract.

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

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

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

**ACORD** **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AND EXPLICITLY OR IMPLICITLY STATE OR IMPLY THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsements(s).

PRODUCER	CONTACT NAME: _____ PHONE (A/C, H/S, Ext): _____ FAX (A/C, H/S): _____ E-MAIL: _____ ADDRESS: _____
INSURED	INSURER A: _____ NAIC # _____ INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____

**COVERAGES** **CERTIFICATE NUMBER:** \_\_\_\_\_ **REVISION NUMBER:** \_\_\_\_\_

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CLASS	TYPE OF INSURANCE	MODELS	YEAR	POLICY NUMBER	POLICY EFFECT DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
1	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						PER YEAR (S & B) (Aggregate) \$ 100,000
							MED EXP (per emp/occ) \$ 10,000
							PERSONAL & ADV LIABILITY \$ 250,000
							GENERAL AGGREGATE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/PROP AGG \$ _____
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						COMBINED SINGLE LIMIT (S&B) (Aggregate) \$ _____
2	AUTOMOBILE LIABILITY						BOODY INJURY (per person) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BOODY INJURY (per accident) \$ 500,000
	<input type="checkbox"/> ALL OWNED AUTOS						PROPERTY DAMAGE (per accident) \$ 50,000
	<input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						\$ _____
	UMBRELLA / A / LAB						EACH OCCURRENCE \$ _____
	EXCESS LIABILITY						AGGREGATE \$ _____
	COV. INTENTION \$						\$ _____
3	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STAT. / OTHER LIMITS \$ _____
	<input type="checkbox"/> ANY PROFESSIONAL SERVICE (EXCEPT OPTICIAN/EMERGENCY EXCLUDED)						E.L. EACH ACCIDENT \$ _____
	<input checked="" type="checkbox"/> STATUTORY						E.L. DISEASE, EA EMPLOYER \$ _____
	<input type="checkbox"/> NON-STATUTORY						E.L. DISEASE - POLICY LIMIT \$ _____

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES: (Attach ACORD 991, Additional Remarks Schedule, if more space is required)

REGARDING THE MICHIGAN STATE FAIR ON (DATES)  
EPOCH ENTERPRISES, INC., TROUS, L.L.C., EPOCH HOSPITALITY, LLC DBA EPOCH CATERING, SUBURBAN MARKETING GROUP DBA THE SUBURBAN COLLECTION, AYALON HOSPITALITY GROUP, ITS AGENTS AND EMPLOYEES HAVE BEEN NAMED AS ADDITIONAL INSURED IN RESPECTS THE LIABILITY OF THE NAME INSURED. THE CERTIFICATE HOLDER IS INCLUDED AS ADDITIONAL INSURED OF GENERAL LIABILITY, WAIVER OF SUBROGATION, (PRIMARY AND NON-CONTRIBUTORY WORDING) IS INCLUDED.

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
Michigan State Fair A Private Entity, LLC 46100 Grand River Ave. Novi, MI 48374	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE

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**EXAMPLE**