

**2023 CHELSEA COMMUNITY FAIR  
MERCHANT EXHIBITOR CONTRACT**

It is hereby mutually agreed between the Chelsea Community Fair and \_\_\_\_\_ of \_\_\_\_\_

As follows:

The Chelsea Community Fair hereby agrees to lease the above named space in its Merchant Barn or on the grounds during the 2023 Chelsea Community Fair, August 22rd thru August 26th, upon the following conditions and in accordance with the rules and guidelines incorporated within this contract.

**Please Circle One:**

10' x 10' for \$130 (includes 1 pass) **OR** 10' x 15' for \$180 (includes 1 pass) **OR** 10' x 20' for \$260 (includes 2 passes)

Indoor Non-Profit Fee: \$100.00 (0 passes reduced rate)

Outdoor Non-Profit Fee: \$125.00 (0 passes reduced rate)

**Lease fee is to be paid by AUGUST 1, 2023, with checks made payable to the Chelsea Community Fair.**

**Lessee also agrees to furnish a certificate of liability insurance naming the Chelsea Community Fair as additional insured for \$1,000,000.** (Contact your insurance provider)

Lessee: \_\_\_\_\_ of \_\_\_\_\_

Name Business or Organization

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

Contact phone Number: \_\_\_\_\_

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

Lessor: Chelsea Community Fair

PLEASE RETURN THE ORIGINALS OF THIS CONTRACT (all 3 pages), THE LEASE FEE AND YOUR PROOF OF INSURANCE BY **August 1, 2023**. KEEP A COPY FOR YOUR RECORDS.

ccfmerchants@gmail.com for questions

**Send to: Merchant Barn  
C/O Chelsea Community Fair  
P.O. Box 248  
Chelsea, MI 48118**

**Set-Up & Removal:**

Displays are to be assembled beginning on Sunday, Aug 27nd between 10:00 am and 3:00 pm or on Monday, Aug 23rd between 10:00 am and 5:00 pm. All displays must be set-up by 5:00 pm on Monday. There will be no exceptions to this schedule.

Displays may not be removed before the close of the Fair on Saturday evening at 10:00 pm. Displays may be removed after the close of the Fair on Saturday evening between 10:00 pm until 11:00 pm. Removal may also take place on Sunday morning between 8:00 am and 11 am. Additional arrangements can be made with the Merchant Barn Superintendent.

**Merchant Barn Hours:**

The Merchant Barn is open from 1:00 pm until 10:00 pm for the duration of the Fair. Your display does NOT have to be staffed the entire time the Merchant Barn is open, however it is expected to be maintained. The Chelsea Fair and Board Members are NOT responsible for your display or it's contents.

**Display Space:**

Spaces will be marked as leased and lessee's display is to remain within the square footage that was leased. Electricity is provided however, lessee is responsible for extension cord(s), additional lighting, table(s), chairs and any other material needed to complete the display. Displays can contain a backdrop as well as side partitions. **The side partitions cannot exceed 4' tall.**

**Approved Merchandise:**

The Directors and/or the Fair Board Officers have the right to refuse the selling or displaying of any merchandise that they consider inappropriate. This may include any item sold in the past at the Chelsea Community Fair. Selling of products that do not pertain to your display or contract is a violation of the contract.

If you are planning to sell any food products from your display, you must have the necessary licenses/permits required by the State of Michigan. You must present a current license/permit upon your arrival for set-up. 3

**Admissions:**

Each "for profit" lessee will receive **1 Exhibitor pass good for the entire 5 days (except 10 x 20 space will receive 2)** Lessee will receive these at time of set-up. Each pass will allow you and your vehicle on to the fairgrounds through the exhibitor gate (BLUE GATE) located on Old Manchester Rd. Please be advised that the Red Gate on Old US 12 is for **Handicapped** Parking Only. All display staff will be required to pay the daily admission fee at the gate **or** present the Exhibitor pass. Additional season passes are available for purchase.

Non-profit lessees will **not** receive any Exhibitor passes with their lease due to paying a reduced lease rate. All staff for non-profit displays are required to pay admission.

**Judging of Displays:**

Judging of displays will take place on the opening day of the Fair. Judges will take into consideration the amount of time spent on preparing the display, neatness and attractiveness as well as the ability to promote your product or service. Award ribbons and monetary awards will be distributed immediately following judging.

**Co-Leasing or Sharing of Space:**

Co-Leasing or sharing of space is only permitted if it is arranged prior to set-up with the Merchant Barn Superintendent. The Chelsea Community Fair is leasing the display space to the individual or company listed on the contract.

**Insurance:**

Each Exhibitor MUST provide the Fair with a copy of their liability insurance, naming the Chelsea Community Fair as additional insured for \$1,000,000.00. This should be included with the signed lease and lease fee There are no exceptions. Please contact your insurance company for questions.

**Reservations and Confirmations:**

Contract, lease fee and proof of insurance must be returned by July 26, 2023. We will contact you by e-mail to confirm receipt of contract, lease fee & insurance policy.

I have read and understand the contract, in its entirety.

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Name

Date

**PLEASE return ALL 3 pages of the contract.**