

**Aug. 22nd - Sept. 3rd
2007**



Michigan State Fair

FROM: Sherie Basin, Special Events Coordinator
Grounds Entertainment & Special Events
Michigan State Fair

DATE: April, 2007

RE: *Seniors' Day Display Space*

We are planning for the 2007 Michigan State Fair held **Wednesday, August 22nd - Monday, September 3rd**. **Seniors' Day** is our highest attended Special Event and will be **Monday, August 27th** from 10:00 a.m. - 3:00 p.m. Our program is an outdoor event and will include great Senior Entertainment, a Free Raffle and popular Seniors' Contests.

We are offering two (2) Display Space sizes, 10' x 10' and 3' x 8'. Both Display Spaces include one (1) 3' x 8' table, two (2) chairs, two (2) complimentary admission passes and one (1) B-Lot parking pass. ***Extra tables are available for One Hundred Dollars (\$100) each.*** The 3' x 8' spaces have room for the table and chairs. The 10' x 10' space allows **you to use your own 10' x 10' Pop-Up Tent / Quick Shade**. Display Spaces will be given out by approval of the Michigan State Fair and on a first come first serve basis.

Interested Agencies / Organizations and Businesses / Corporations please complete and return the enclosed application, signed regulations agreement and a check or money order made payable to the "**State of Michigan**", postmarked no later than **Friday, July 27th, 2007**. Late applications will be charged an additional **Ten Dollars (\$10) Late Fee**. Participants will be notified by mail to confirm registration. Packets which include a receipt, map and passes will be mailed by Friday, August 10th, 2007.

At 12:00 noon the Department of Aging will be presenting the "**Senior of the Year**" awards, one for Service and one for Leadership. If your Agency / Organization would like to nominate a senior for one of the awards, applications are available at the 16 Area Agencies on Aging or from Office of Service to the Aging by calling (517) 373-8230.

If you have any questions regarding the Michigan State Fair Seniors' Day program or would like to donate a raffle prize, please feel free to contact me at (313) 369-8310. Thank you for your interest in the MSF Seniors' Day.



Michigan State Fair Seniors' Day Display Space Application

PLEASE TYPE OR PRINT CLEARLY

Contact Person _____ E-mail _____

Agency/Business Name _____

Street Address _____

City/State/Zip _____

Telephone Number (____) _____ Tax Exempt No. _____

Briefly describe materials to be distributed: _____

Please indicate the appropriate size Display Space

Non-Profit Agencies / Organizations Businesses / Commercials

_____ 3' x 8' (\$125)

_____ 3' x 8' (\$150)

_____ 10' x 10' (\$175)

_____ 10' x 10' (\$200)

PLEASE NOTE:

Non-Profit Agencies / Organizations

must include Tax Exempt Number

Late Applications add (\$10)

The Michigan State Fair has a No Refund policy

Late arriving participants will not be allowed to set-up

Please send application, regulations agreement and a check or money order, made payable to "**State of Michigan**", postmarked no later than **Friday, July 27th, 2007:**

Attn: Special Events

Michigan State Fair

1120 W. State Fair Ave.

Detroit, MI 48203



Michigan State Fair Seniors' Day Display Space Rules & Regulations Agreement

I have applied for a 2007 Michigan State Fair Seniors' Day Display Space. With my signature, my Agency / Organization or Business / Corporation have agreed to abide by the following rules:

1. Will submit an application and registration fee no later than, Friday, July 27th, 2007. If submitted after due date there is a \$10 late fee charged.
2. Will not share Display Space with another Agency / Organization or Business / Corporation.
3. Will not use a Pop-Up / Quick Shade in a 3' x 8' Display Space.
4. Will check-in with Michigan State Fair Staff upon arrival.
5. Will set-up Display Space from 8:00 a.m. - 9:30 a.m. Gates open at 10:00 a.m. sharp.
6. Will be responsible for signage, table skirting and any decorating.
7. Will be allowed to unload vehicle at Seniors' Day location before 9:30 a.m. for morning set-up.
8. Will be provided assistance by MSF staff to breakdown and transport Display Material to vehicle.

I have read, understand and agree to the above rules.

Agency / Organization or Business / Corporation (PLEASE PRINT CLEARLY)

Agency / Organization or Business / Corporation Representative Signature

Date