



Meridian Township
5151 Marsh Road
Okemos, MI 48840

P 517.853.4000
F 517.853.4096

Township Board:

Ronald J. Styka
Township Supervisor

Brett Dreyfus
Township Clerk

Julie Brixie
Township Treasurer

Phil Deschaine
Township Trustee

Patricia Herring Jackson
Township Trustee

Dan Opsommer
Township Trustee

Kathy Ann Sundland
Township Trustee

Frank L. Walsh
Township Manager

April 23, 2018

Subject: Celebrate Meridian Business Vendor

Hello Business Vendors:

Meridian Township is very excited to be present the 2018 Celebrate Meridian festival scheduled for Saturday, June 30.

Let me share with you what's happening:

- The Celebration is in the center of the Township – the Meridian Township Municipal Complex and Central Park, located at 5151 Marsh Road, Okemos.
- The event will run from 11 am – 11 pm and vendor booths will run from 11 am – 8 pm.
- The business booth area will be located inside the Township Municipal Complex.
 - Space will be limited. Get your application and fee in soon.
 - Booth fees cover rental of a space measuring 10' x10'. All vendors are responsible for their own canopy, tables, chairs etc. If there is to be more than one vendor in the space, then a shared booth fee is required.
 - **Access to the area will be from Marsh Road.** You will have a parking pass. You will enter the site unload and then move your vehicle to the designated parking area. The festival site will be crowded just like last year, so everyone's patience is appreciated.
 - Set up: Vendors may arrive as early as 7:30 am, but no later than 8:30 am for check in. Each vendor is required to move their vehicle from the unloading zone to the designated parking area for the day.
 - Advertising for this event is on the Township's website (<http://www.meridian.mi.us/visitors/prime-events/celebrate-meridian>) and on Facebook. Go out and like our pages and invite your friends.

Attached/enclosed are the application and guidelines for the event. Remember space may be limited. Applications will be accepted until full and a waiting list will be available.

We look forward to another great year. If you have any questions, please feel free to contact either one of us.

Sincerely,

Darcie Weigand

Darcie Weigand
Event Coordinator