



The annual Liberty Square Celebration is just around the corner. The event will be held on Saturday, October, 12th, 2019 beginning at 9:00a.m., ending at approximately 8:00p.m.

I first want to tell you that I appreciate your participation in this event and we are looking forward to another great year! We are extremely excited to welcome to the stage The Isaacs, Michael Cleveland & Flamekeeper, Carolina Blue, and Blake Williams & Friends. For those of you who are new to our celebration, we have a wonderful day in store for you! There will be many activities for all ages, and entertainment guaranteed to draw a crowd. Best of all, the event is free to the public!! The main stage again will be set up under the lights of Oldham Theater, which creates the perfect backdrop for our famous fireworks display.

Attached you will find an application for a food booth space. Please fill it out accurately and return as soon as possible. If you have any questions, please do not hesitate to call the provided contact number at the bottom of this page. Remember, you do not have a booth space until your application is completed and returned. As verification, once your application is received, it will be either accepted or denied, an email will be sent for confirmation. **YOU DO NOT HAVE A BOOTH SPACE UNTIL YOU RECEIVE THIS VERIFICATION IN THE EMAIL.** We have very limited space for food vendors, as a result, only nonprofit food vendors are allowed at the Liberty Square Celebration. Those vendors who have been with us in the past will have first priority at the limited space, but are not guaranteed placement. Also, approximately 2 weeks before the event I will be sending you a brief letter informing you of your booth number, giving you a set-up time, and explaining in detail the rules and regulations for this event. If you need to request a specific set up time on Friday please include that information with the sheet you are returning to me. All booths will be required to be set up on Friday, October 11th. Please remember that you must be set up and ready no later than 9:00a.m.on Saturday. **No vehicles will be allowed in the square on Saturday** all entrances will be blocked off.

For those of you who have any type of food booth and need ice, we will have ice available for purchase during the event. There is a separate application for non-food vendors. If you would like that application please call the contact number.

Again, thank you for your participation in the annual Liberty Square Celebration and we look forward to a wonderful year. If you have any questions, please contact me.

Thank you,
Lorie S. Jeffries
931-836-3248
l.jeffries@spartatn.gov

LIBERTY SQUARE 2019

Food Vendor Application

You must return this application with any applicable fees to reserve a space. The number and type of food booths will be limited. Food court will be located in one area, all food vendors with the exception of baked items and "drink only" stands will be in this area. If your application is received after all available food vending spaces are filled, your application will be returned to you. **We will return a copy of your approved/unapproved application to you by email.** If you do not get a copy of your application returned to you within two weeks of mailing it to us, please contact us, this is your confirmation of booth space.

Name of organization _____

Contact Person _____

Address _____

Phone Number (____) _____ Email _____

There will be no "for profit" food vendors.

Size of Booth 10x10 space
 10x20 space

Electricity Yes (**add \$25.00 fee for electricity**) No

Total \$ _____

Type of Food _____

What electrical equipment will you be bringing to prepare food? Any items not listed on application will not be allowed. Please use back of sheet as needed.

All vendors must provide appropriate extension cords. Minimum 12 gauge cord is required for every three electrical items and use pigtail extensions, not to exceed 2 extension cords (see attachment). If more electricity is needed contact Coordinator by September 1. No power strips. No homemade cords.

We cannot guarantee specific space on the square due to electricity needs. Booths will have to be arranged at coordinators discretion. **There will be no tables, chairs or tents provided.**

I understand that the City of Sparta does not guarantee to me any amount of sales; I also understand that my booth fee is nonrefundable, unless event is cancelled by the City of Sparta (event will not be cancelled due to rain). I further understand that I cannot go over my allotted space (when measuring space needed please include necks of trailers).

Signature

Please return with payment to City of Sparta PO Box 30 Sparta, TN 38583



Extension cord Example



Pigtail Example