



The annual Liberty Square Celebration is just around the corner. The event will be held on Saturday, October, 12<sup>th</sup>, 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 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.** 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 11<sup>th</sup>. 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 need ice, we will have ice available for purchase during the event. Also there is a separate application for 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

You must return this application with any applicable fees to reserve a space. There is a separate application for food vendors with the exception of baked items and "drink only." 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 \_\_\_\_\_

Type of Booth Mark your booth selection

- Non profit (only 1 booth per non profit organization)
  - \$0 10x10 space
- Craft Booth (products must be produced by vendor)
  - \$40 for 10x10 space
  - \$60 for 10x20 space
- Business booth (any booth selling products that they do not make) and receives line advertising
  - \$100 for 10x10 space
  - \$150 for 10x20 space
- Business sponsor (receives advertising on radio, newspaper and at event) call coordinator for sponsorship list

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

Total \$ \_\_\_\_\_

Specific Activity at booth (We need to know specifically what you are doing. What are your electrical needs?)

**We cannot guarantee specific space on the square due to electricity and staging needs. Booths will have to be arranged at coordinators discretion. However, space can be requested. 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