



October/November, 2025

Dear Retailer,

Join us as Liberty comes alive with twinkling lights, festive music, and the JOY of the season. Discover magical moments for the whole family and celebrate the holiday season that truly shines. It all starts on Tuesday, November 18th and continues each Tuesday through December 16th.

The City of Liberty is “HighLIGHTing” local retailers on November 25th. To reserve your space, in either the City Hall or the parking area, we need your application by no later than November 20th.

Set-up will begin Tuesday at **3:30 PM**. We are limiting the number of spaces and the number of like items. We want to provide a good opportunity for all our vendors to have a profitable evening. An application and contract are enclosed with this letter. The application deadline is November **17th**, 2025. Late applications will be accepted on standby. Notification of acceptance will be emailed to you shortly after receipt of your application.

Thank you for your cooperation. We look forward to seeing you at the 2025 “Lights in Liberty,” HighLIGHTing local retailers. Please contact me by phone(936)641-8042 or by email jaclynjoiner@gmail.com if you have any questions.

Sincerely,

Jaclyn Moss Joiner - Retail Booth Chairwoman

THE CITY OF LIBERTY
2025 Lights in Liberty- HighLIGHTing Local Retailers
RETAIL BOOTH/TABLE CONTRACT

It is agreed that the Retailer will fill out, sign, and return this contract along with a completed application.

It is agreed that tents/tables will be tended by the Retailer for the duration of the evening. The contract must be signed by all Retailers sharing a booth or table and selling merchandise.

It is agreed that any objects exhibited by the Retailer will always be his/her responsibility, and the Retailer shall be responsible for his/her safety and bear any loss by reason of theft, breakage, or other casualties.

It is agreed that the Retailer will comply with all requirements of any government authority - be it federal, state, or local- and to indemnify and hold harmless the promoters and the show facility owners, and all its constituents, from any and all liability due to failure to comply with any regulations.

It is agreed that the City of Liberty’s “Lights in Liberty” will reserve the right to make further rules and regulations, and such changes, regarding this event as they deem necessary and proper; and upon notice to the Retailer all said action should become part of this contract and binding on the parties hereto.

It is agreed that violations of these rules may constitute non-participation in future events.

It is agreed that every Retailer acts in a professional manner in a family friendly environment.

SIGNATURE OF RETAILERS

(PLEASE SIGN AND RETURN WITH YOUR COMPLETED APPLICATION)



**2025 Lights in Liberty – HighLIGHTing Local Retailers
RETAIL APPLICATION
November 25th, 2025**

NAME: _____
RETAILER'S NAME _____
ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP:** _____
PHONE NUMBER(S): _____

PLEASE ENSURE YOUR MEASUREMENTS ARE ACCURATE

Size Of Table/Tent: _____
ITEMS TO BE SOLD – PLEASE BE SPECIFIC _____

**If you are cooking food at your space, the following rules must be followed:
YOU MUST COMPLY WITH OUR FIRE CODE ORDINANCES, YOUR TENT/TABLE MUST HAVE THE FOLLOWING:**

1. ANY EXHIBITOR THAT IS PRODUCING GREASE LADEN VAPORS SHALL HAVE A TYPE 1 SUPPRESSION SYSTEM.
2. EXHIBITORS USING OR IN POSSESSION OF PROPANE CYLINDER(S) SHALL HAVE APPROVED HOSE, REGULATORS & TANKS AND BE RESPONSIBLE FOR SECURING PROPANE CYLINDER(S) WHETHER THE CYLINDER(S) IS IN USE OR NOT AT THE TIME AND AWAY FROM HEAT SOURCE.
3. EXHIBITORS WITH COOKING EQUIPMENT SHALL HAVE A 10LB ABC EXTINGUISHER THAT HAS BEEN INSPECTED AND TAGGED BY A LICENSED TECHNICIAN.
4. COOKING OPERATIONS MUST HAVE ADEQUATE VENTILATION AND COMBUSTIBLES MUST BE A MINIMUM OF 36" FROM HEAT SOURCE.
5. SHALL COMPLY WITH ALL ELECTRICAL, FIRE, GAS AND MECHANICAL CODES.
6. FOOD VENDORS WILL BE INSPECTED PRIOR TO COOKING OPERATIONS!

**FOR ADDITIONAL INFORMATION:
CONTACT**

Jaclyn Moss Joiner
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Lya Vazquez #936-290-4329 @ lyavazquez@gmail.com

MAIL TO:

**LIGHTS IN LIBERTY
HighLIGHTing Local Retailers
1829 SAM HOUSTON
LIBERTY, TEXAS 77575**

OR EMAIL TO:

jaclynjoiner@gmail.com