



INVITATION TO BID AND INSTRUCTIONS TO BIDDERS

FY2015-263

**SECRET CITY FESTIVAL RENTALS
TABLES AND MISCELLANEOUS EQUIPMENT
INFLATABLE GAMES AND ACTIVITIES
SPONSORSHIP OPTION**

**Bids Must
Be Received By:**

**March 24, 2015
10:00 a.m., Local Time**

**at the
Oak Ridge Civic Center – Director's Office
City of Oak Ridge
1403 Oak Ridge Turnpike
P. O. Box 1
Oak Ridge, Tennessee 37831-0001**

**Telephone: (865) 425-3447
Attn: Jon Hetrick**

CITY OF OAK RIDGE, TENNESSEE
Invitation to Bid and Instructions to Bidders

FY2015-263

March 5, 2015

Project: Secret City Festival Rentals

Invitation

Bids will be received by the City of Oak Ridge until 10:00 a.m., local time, March 24, 2015,

for furnishing all labor, materials, supplies, tools, and equipment necessary to perform all work and services described in the Contract attached hereto, in strict accordance with the terms and provisions of said Contract and any attachments thereto. (See attached Specifications)

All bids must be completed and submitted on the Bid Form provided.

Discrepancies

Should the Bidder find any discrepancies in, or omission from, the bid documents, or should the Bidder be in doubt as to their meaning, the Bidder shall at once notify Jon Hetrick at (865) 425-3447 and obtain an interpretation or clarification prior to submitting a bid.

Prices

The Bidder shall submit unit bid prices as specified on Bid Form. It is agreed that this bid document in its entirety is included in and made a part of the contract between the City and the successful Bidder. Unit bid prices shall be good for a period of three years if awarded the contract.

Discrepancies between the multiplication of units of work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. Discrepancies between words and figures will be resolved in favor of the words.

Withdrawal of Bids

Bids may be withdrawn on written or telegraphic request received from Bidders prior to 10:00 a.m., local time **March 24, 2015** Such written request must be on company letterhead signed by a company official and must indicate the specific bid project and bid price to be withdrawn in order to verify the identity of the bidder.

Rejection of Bids

The City reserves the right to reject any and all bids when such rejection is in the interest of the City of Oak Ridge; to reject the bid of a Bidder who has previously failed to perform properly or complete on time jobs of a similar nature; to reject the bid of a Bidder who is not, in the opinion of the City, in a position to perform the Contract, and to reject the bid of a Bidder not submitted in accordance with this Invitation to Bid.

References

Each Bidder shall furnish a list of at least three (3) references for whom work similar to that covered by the specifications herein was performed, the year in which such work was performed and the manner of its execution, and giving such other information as will tend to show the Bidder's ability to perform the required work.

Equipment

The Bidder shall have available under Bidder's control, tools and equipment of the type, character and amount required to complete the proposed work within the specified time. Each Bidder shall furnish a list of the tools and equipment proposed for use on the work if requested.

Personnel

Each Bidder shall have available or shall agree to have available under Bidder's control sufficient equipment and personnel to complete the proposed work within the specified time.

Method of Work

Upon request, each Bidder shall describe the method or methods to be used in the performance of the required work.

Bidders Interested in More than One Bid

A party who has quoted prices to a Bidder is not thereby disqualified from quoting prices to other Bidders or from submitting a bid directly for the work; however, more than one bid for the same work from an individual or entity under the same or different name will not be considered.

Bid Surety

A Bid Bond is not required for this project.

Drug-Free Workplace Affidavit Form

A Drug-Free Workplace Affidavit form is not required for this project as it does not involve construction.

Insurance

The successful Bidder will be required to maintain Worker's Compensation, Comprehensive General Liability, and Comprehensive Automobile Liability and Property Damage Insurance in accordance with the provisions of the Contract Documents. The City of Oak Ridge, Tennessee shall be named as an additional insured.

Completion and Performance Bond, and Labor and Material Bond

A Completion and Performance Bond and a Labor and Material Bond are not required for this project.

Award of Contract

The City will make the award as soon as practicable to the lowest responsible Bidder, price and other factors considered, provided it is reasonable and in the best interest of the City. The City reserves the right to award the contract to more than one bidder if in the best interest of the City. The successful Bidder(s) shall be required to execute the Contract attached hereto.

City Officers and Employees Not To Have Financial Interest

No contract shall be made with any officer or employee of the City or any firm or corporation in which any officer or employee of the City has financial interest.

Compliance with All Laws, Ordinances, Statutes, and Regulations

The Contractor shall comply with all federal, state, county and local laws, ordinances, statutes, and regulations. Pursuant to City Code § 5-413, the City may not accept bids from Bidders in default of any payment of any nature due to the City, including but not limited to taxes, licenses and fees.

Anti-Discrimination

The selected Bidder, in performing the work or furnishing the services covered by this project, shall not discriminate against any person because of race, creed, color, national origin, age, sex, sexual orientation, disability, religion or other legally protected status. The City of Oak Ridge encourages the utilization of minority and women-owned businesses in its contracting and subcontracting projects.

Tobacco Products

The selected Bidder and its employees/subcontractors shall comply with all building policies, regulations, schedules and rules as set out and required by the City. Please note smoking (including e-cigarettes) and the use of tobacco products (chewing) is prohibited at City facilities. For any work done at City facilities, any smoking occurring outside of the buildings must occur at least twenty (20) feet away from any entrance, open window or other opening into which smoke could infiltrate into the building. Spent smoking materials are to be properly discarded and not littered on the grounds.

Competency / Behavior of Employees

The selected Bidder shall only furnish employees who are competent and skilled for work under this contract. If, in the opinion of the City, an employee of the selected contractor is incompetent or disorderly, refuses to perform in accordance with the terms and conditions of the contract, threatens or uses abusive language while on City property, or is otherwise unsatisfactory, that employee shall be removed from all work under this contract.

Bid Submittal Instructions

Bids must be received by 10:00 a.m., local time, March 24, 2015.

Bids may be: Emailed - jhetrick@oakridgetn.gov
 Faxed - 865-425-3418
 Regular mail - City of Oak Ridge
 Attn: Jon Hetrick
 Recreation and Parks Director
 P.O. Box 1
 Oak Ridge, TN 37831-0001

In person or by overnight delivery -

City of Oak Ridge
Attn: Jon Hetrick
Recreation and Parks Director
1403 Oak Ridge Turnpike
Oak Ridge, TN 37830

FY2015-263 BID FORM

Project: Secret City Festival Rentals

In compliance with the Invitation for Bids, dated **March 5**, 2015, the undersigned Bidder:

* a corporation organized and existing under the laws of the State of: _____

* a partnership consisting of: _____

*an individual trading as: _____

(*fill in as appropriate)

of the City of _____ in the State of _____ agrees that if this bid is accepted as hereinafter provided, it will furnish all labor, materials, supplies, tools, and equipment necessary to perform all work and services described in the Invitation for Bid and Instructions to Bidders, in strict accordance with the terms and provisions of the Contract attached thereto.

If written Notice of Award is received, the Bidder agrees to furnish to the City of Oak Ridge, within ten (10) working days after receipt of said Notice of Award, _____ required insurance certificates naming the City of Oak Ridge as an additional insured.

Bidder understands that the City reserves the right to reject any or all bids and to waive any informality in the bidding.

Bidder agrees that this bid shall be good for a period of ninety (90) days from the date of opening.

**FY2015-263 BID FORM
(continued)**

Option One – Tents and Miscellaneous Equipment:

Note – Due to underground utilities, it should be assumed that all tents must be secured with weights – **no stakes** allowed without prior approval for any placement from the Secret City Festival Logistics coordinator. Limited exceptions for pole tents may be permitted, depending upon site conditions.

	<u>Item</u>	<u>Est. Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>
1.	10 x 10 free standing tent	57	\$ _____	\$ _____
2.	10 x 20 free standing tent	5	\$ _____	\$ _____
3.	20 x 20 free standing tent	4	\$ _____	\$ _____
4.	20 x 30 free standing tent	2	\$ _____	\$ _____
5.	20 x 40 free standing tent	2	\$ _____	\$ _____
6.	20 x 50 free standing tent	1	\$ _____	\$ _____
7.	40 x 60 free standing tent	1	\$ _____	\$ _____
8.	30 x 60 pole tent	1	\$ _____	\$ _____
9.	Windowed tent sides/ linear foot	300	\$ _____	\$ _____
10.	8 ft. tables	267	\$ _____	\$ _____
11.	30 inch round tables	19	\$ _____	\$ _____
12.	Folding chairs	1083	\$ _____	\$ _____
13.	4-row x 15 ft. bleachers	2	\$ _____	\$ _____
14.	Dance Floor, 24 x 36	1	\$ _____	\$ _____
15.	Steel barricade fencing, 8 ft.	180	\$ _____	\$ _____
16.	Seatbelt stanchions	8	\$ _____	\$ _____
17.	Tent fans	3	\$ _____	\$ _____
	<u>Total: Option One</u>			\$ _____

Option Two – Inflatable Games and Activities (All Quantities Are One (1)):

Note – If you cannot provide a specific item, list a comparable alternate.

<u>Item</u>	<u>Comparable Alternate</u>	<u>Price</u>
1. Jacobs Ladder	_____	\$ _____
2. 5 in 1 Sports Combo	_____	\$ _____
3. Basketball inflatable	_____	\$ _____
4. Baseball/tee ball	_____	\$ _____
5. Tropical Island Bounce House	_____	\$ _____
6. Obstacle Course	_____	\$ _____
7. Rescue Squad Obstacle Course	_____	\$ _____
8. Quarterback Attack	_____	\$ _____
9. Double Lane Water Slide	_____	\$ _____
10. Freaky Frog Water Slide	_____	\$ _____
11. Polar Plunge Water Slide	_____	\$ _____
12. Bungee Run	_____	\$ _____
13. Caterpillar Crawl	_____	\$ _____
14. Zorbie Balls & Course	_____	\$ _____
<u>Total: Option Two</u>		\$ _____

Option Three – Combined Bid for Options One and Two:

\$ _____

Does this total reflect a discount for receiving a contract for both options?

Option Four – Festival Sponsorship Price Reduction:

\$ _____

[REDACTED]

Bidder attests that no officers or employees of the City of Oak Ridge are members of, or have financial interest in, the business submitting this bid.

By: _____
Signature

Telephone #: _____

Name: _____

Fax # _____

Title: _____

Email: _____

Business
Name: _____

Date: _____

Mailing
Address: _____

Physical
Address: _____

Tax ID Number: _____

NOTE: In accordance with the Invitation to Bid, the following attachment is required: at least three (3) references for similar work.

CONTRACT

FY2015-263

THIS CONTRACT entered into this _____ day of _____, 2015, by and between the CITY OF OAK RIDGE, TENNESSEE, a municipal corporation, hereinafter called the "City," and _____, hereinafter called the "Contractor."

WITNESSETH

In consideration of the mutual promises of the parties hereto, the parties do hereby agree as follows:

ARTICLE 1 – Scope of This Contract

The Contractor shall furnish all labor, materials, supplies, tools, equipment and other incidentals necessary to provide tents and miscellaneous equipment and inflatable games and activities rentals for the City's Secret City Festival as required by the City. All work performed under this Contract shall be in strict accordance with the terms and provisions of this Contract, the Invitation to Bid Package, the Specifications, and the bid of the Contractor, all attached hereto and incorporated herein by reference.

The 2015 Secret City Festival is scheduled for June 12 and 13, 2015 in and around A.K. Bissell Park located in Oak Ridge, Tennessee. Setups for the Festival shall begin Wednesday, June 10, 2015 and must be completed by Thursday, June 11, 2015. Cleanup and removal of all equipment can begin on Sunday, June 14, 2015 and must be completed by Tuesday, June 16, 2015. The City has no responsibility to the Contractor for items that are damaged or lost.

The equipment/items rented and quantity rented are as determined by the needs of the City.

The Contractor shall provide the name and telephone number of a person employed by the Contractor to be the on call person for this Contract. The on call person shall be readily accessible by telephone from the time the Contractor's items have been delivered on site to the time the Contractor's items have been removed from City property. The Contractor shall provide a no-less-than thirty (30) minute in person response time for problems with items or additional needs such as additional tents, tables, and chairs or replacement inflatables.

In performance of this Contract, the Contractor binds himself to the City to comply fully with all provisions, undertakings, and obligations hereinafter set forth.

ARTICLE 2 – Term

This Contract shall be for a term of one (1) year commencing on the date written above and terminating on December 31, 2015, with up to two (2) additional one-year (January 1 – December 31) options to renew, unless terminated earlier in accordance with the terms of this Contract. This renewal shall be at the City's sole option and discretion. If exercised, the City shall send written notice to the Contractor prior to the expiration of the current term. The Contractor hereby agrees and understands that this renewal option is in no way a guarantee of future festivals or agreements for services for future festivals. Unit bid prices will not increase during any renewal period.

ARTICLE 3 – Compensation

For the provision of such services, the City shall pay the Contractor \$ _____, which is the price of the Contractor's bid (based upon 2015 quantity estimates). Total compensation provided to the Company shall be based upon actual 2015 quantities and the bid unit prices, less the total sponsorship value (if any) less any penalties for noncompliance. Such compensation shall be paid within thirty (30) days after the Festival, provided the services were satisfactory to the City.

Time is of the essence for this Contract. In the event the Contractor fails to comply with the terms of this Contract, the City shall have the right to reduce the compensation as follows:

- A. If the Contractor does not meet the deadline for delivery and set-up, the City shall reduce the total compensation amount by ten percent (10 %).
- B. If the Contractor does not meet the deadline for removal, the City shall reduce the total compensation amount by ten percent (10%).
- C. If the Contractor fails to provide the entire list of items set forth in the attachment, the City shall reduce the total compensation amount by ten percent (10%) plus an amount equal to the Contractor's bid for the missing item(s) as well as the City's cost to obtain a replacement item(s) for the festival.

The compensation provided for herein is the entire compensation to be provided.

ARTICLE 4 – Inspections and Defective Equipment

All services shall be subject to inspections, examinations and tests by the City at any and all times during the performance of this Contract. The City shall have the right to reject defective equipment and to require correction. Rejected equipment shall be satisfactorily corrected without charge therefore.

This provision does not negate, modify or replace any warranties contained elsewhere in this Contract. This provision shall survive the termination or suspension of this Contract.

Neither payment nor any provisions in the Contract document shall relieve the Contractor of responsibility for faulty or defective equipment.

ARTICLE 5 – Site Investigation

The Contractor represents that it has visited the site and determined the nature of the work and the difficulties and facilities attending execution of the work, and all other matters, which can in any way affect the work under this Contract.

ARTICLE 6 – Indemnification by Contractor

To the fullest extent permitted by all applicable laws and regulations, the Contractor hereby agrees to protect, indemnify and hold harmless the City and their consultants, agents and employees from and against any and all claims, loss, expense, damage, charges and costs direct, indirect or consequential (including but not limited to fees and charges of engineers, architects, attorneys and other professional and court costs), collectively referred to as "claims," for injury to or death of persons and injury to or destruction of property suffered or alleged to have been suffered as a result of any act or omission on the part of the Contractor, any of the Contractor's subcontractors, anyone for whose acts any of them may be liable, or others whose services are engaged by the Contractor or anyone directly or indirectly employed

or controlled by either of them in the course of the performance of the work provided for in the Contract, except such injury, destruction or death as may be caused by the sole negligence or fault of the City.

When the City submits notice, the Contractor shall promptly defend any aforementioned action. In any and all claims against the City or any of their consultants, agents or employees by any employee of the Contractor, any of the Contractor's subcontractors, anyone for whose acts any of them may be liable, or others whose services are engaged by the Contractor or anyone directly or indirectly employed or controlled by either of them in the course of the performance of the work provided for in the Contract, the indemnification obligation described herein shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts. The limits of insurance required in this Contract shall not limit the Contractor's obligations under this article.

The terms of this article shall survive the termination or suspension of this Contract.

ARTICLE 7 – Compliance with All Laws, Ordinances, Statutes, and Regulations

The Contractor shall comply with all federal, state, county and local laws, ordinances, statutes, and regulations.

ARTICLE 8 – Insurance

The Contractor shall at all times during the Contract maintain in full force and effect Comprehensive General Liability, Workers' Compensation and Property Damage Insurance in the amounts set forth below and naming the City of Oak Ridge, Tennessee as an *additional insured*.

The Contractor shall maintain policies providing the following insurance protection, each policy containing a requirement that, in the event of change or cancellation, thirty (30) days' prior written notice be sent by mail to the City. Certificates of Insurance describing the coverage shall be furnished by the Contractor and shall contain the following express obligation:

"This is to certify that the policies of insurance described herein have been issued to the insured for whom this certificate is issued and are in force at this time. In the event of cancellation or material change in a policy affecting the certificate holder, thirty (30) days' prior written notice will be given the certificate holder."

1. Comprehensive General Liability:

Bodily Injury	\$300,000	each occurrence
	\$700,000	aggregate
Property Damage	\$100,000	each occurrence
Or Combined Single Limit of	\$1,000,000	
2. Workers' Compensation and Employer's Liability as provided for in applicable statutes.
3. Comprehensive Automobile Liability (Including all owned, non-owned and hired vehicles)

Bodily Injury	\$300,000	each person
	\$700,000	each occurrence
Property Damage	\$100,000	each occurrence

Or Combined Single Limit of \$1,000,000

The Contractor may purchase at its own expense such additional or other insurance protection as it may deem necessary. Maintenance of the required minimum insurance protection does not relieve the Contractor of responsibility for any losses not covered by the above-required policies.

Before commencement of work hereunder, the Contractor agrees to furnish to the City of Oak Ridge (Legal Department, P.O. Box 1, Oak Ridge, Tennessee 37831-0001) a Certificate of Insurance or other evidence satisfactory to the City to the effect that such insurance has been procured and is in force.

ARTICLE 9 – Permits and Licenses

The Contractor shall obtain, at the Contractor's expense, all permits, licenses and bonds required by law or ordinance and maintain the same in full force and effect.

ARTICLE 10 – Subcontracting and Assignment

The service provided for hereunder may not be assigned or subcontracted in whole or in part without the prior written consent of the City.

ARTICLE 11 – Termination

Due to the nature of the services to be provided, the Contractor may not terminate this Contract. The City may, however, terminate this Contract for cause upon written notice to the Contractor.

ARTICLE 12 – Anti-Discrimination

The Contractor, in performing the work or furnishing the services covered by this Contract, shall not discriminate against any person because of race, creed, color, national origin, age, sex, sexual orientation, disability, religion or other legally protected status. The City of Oak Ridge encourages the utilization of minority and women-owned businesses in its contracting and subcontracting projects and the Contractor is encouraged to actively solicit the participation of these businesses. The Contractor shall inform all of its subcontractors and vendors providing work or services under this Contract of this requirement and shall ensure compliance therewith.

ARTICLE 13 – Personnel

- A. The Contractor represents that it has, or will, secure at the Contractor's expense, all personnel required to perform the work and services outlined in this Contract. Such personnel shall not be employees of or have any contractual relationship with the City.
- B. All of the services required hereunder will be performed by the Contractor or under the Contractor's supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local laws to perform such services.

ARTICLE 14 – Option to Renew

This Contract may be renewed for up to two (2) additional one-year terms (January 1 through December 31) under the same terms and conditions at the City's sole option. Upon renewal, the per unit prices will remain the same as unit bid prices were guaranteed for three years.

ARTICLE 15 – Governing Law

This Contract is governed by the laws of the State of Tennessee.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the day and year first above written, the City of Oak Ridge, by its City Manager, by authority duly given.

APPROVED AS TO FORM AND LEGALITY:

CITY OF OAK RIDGE, TENNESSEE

City Attorney

City Manager

(CONTRACTOR)

Signature

(Printed or Typed Name and Title)

Attachments: Specifications
Bid Documents
Contractor's Bid

**SPECIFICATIONS
2015 SECRET CITY FESTIVAL RENTALS**

The City of Oak Ridge is seeking bids for designated items listed below for the 2015 Secret City Festival. All Bidders shall list a price for each line item based upon the estimated quantities listed below, which estimate is based upon last year's usage. All prices shall be guaranteed a minimum of three (3) years. This price guarantee does not guarantee the Bidder that the City will have a Secret City Festival in 2016 and/or 2017, nor does it guarantee the Bidder will receive a contract for these items for future festivals. The City reserves the right to reject all bids or to award the bid to various bidders. Bidders will have the option to bid on Option One, Option Two, and Option Three as indicated on the Bid Form. Bidders will also have the option to offer a price reduction in the Bid Form of Festival sponsorship as indicated in Option Four. See the attached sponsor information to learn the benefits of becoming a Festival sponsor.

The Secret City Festival 2015 will be held on June 12 & 13, 2015 in and around AK Bissell Park in Oak Ridge. Festival setups are to begin on Wednesday, June 10th and be completed Thursday, June 11th. Cleanup and removal of all equipment can begin on Sunday, June 14, 2015 and must be completed by Tuesday, June 16, 2015. The winning Bidder will be required to identify a point of contact for the Festival organizers during the Festival to address any issues that may arise with the equipment provided.

Quantities required are one (1) unless otherwise indicated.

Bid Option One – Tents and Miscellaneous Equipment

<u>Item</u>	<u>Est. Quantity</u>
10 x 10 free standing tent	57
10 x 20 free standing tent	5
20 x 20 free standing tent	4
20 x 30 free standing tent	2
20 x 40 free standing tent	2
20 x 50 free standing tent	1
40 x 60 free standing tent	1
30 x 60 pole tent	1
Windowed tent sides/ linear foot	300
8 ft. tables	267
30 inch round tables	19
Folding chairs	1083
4-row x 15 ft. bleachers	2
Dance Floor, 24 x 36	1
Steel barricade fencing, 8 ft.	180
Seatbelt stanchions	8
Tent fans	3

**SPECIFICATIONS
(continued)**

Bid Option Two – Inflatables Games and Activities

Note, if you cannot provide the specific item, you may bid a comparable alternate

<u>Item</u>	<u>Est. Quantity</u>
Jacobs Ladder	1
5 in 1 Sports Combo	1
Basketball inflatable	1
Baseball/tee ball	1
Tropical Island Bounce House	1
Obstacle Course	1
Rescue Squad Obstacle Course	1
Quarterback Attack	1
Double Lane Water Slide	1
Freaky Frog Water Slide	1
Polar Plunge Water Slide	1
Bungee Run	1
Caterpillar Crawl	1
Zorbie Balls & Course	1

Bid Option Three – Combined Bid Price for Options One and Two

Bid Option Four – Festival Sponsorship Price Reduction

Bid Award

Award will be based on the variety of equipment available, the ability of the Bidder to supply equipment in sufficient quantities, and references, with cost and sponsorship (Bid Option Four) considered. If an award is made the successful Bidder will receive a one (1) year contract with the option of two (2) additional one-year renewals.

The Secret City festival

June 12 and 13, 2015

Sponsorship Levels & Benefits

Main Event Sponsor-Funding Level \$10,000

- ☆ **Friday Night Concert Event**
 - Headliners to be announced
- ☆ **Saturday Night Concert Event**
 - Headliners to be announced

As a **Main Event Sponsor**, you will receive:

- ☆ Name in social media material throughout the region to promote the Festival, i.e., internet ads, television, and push notifications
- ☆ Name on radio
- ☆ Name on placemats distributed to restaurants throughout Anderson County
- ☆ Name in local/regional newspaper ads featuring *sponsored event*
- ☆ Name mentioned in all press materials related to the *sponsored event*
- ☆ Corporate link from the Secret City Festival web site
- ☆ Name displayed on signage at *sponsored event*
- ☆ 30 complimentary tickets for either Friday or Saturday night entertainment
- ☆ Discount tickets for Friday and Saturday night concerts for sponsor's employees
- ☆ On-site promotion at sponsor's place of business
- ☆ A complimentary 10 X 10 foot booth space, your choice of location.
- ☆ A post event report outlining their publicity benefit for their investment.

Event Sponsor-Funding Level \$5,000

The specific events available for sponsorship are:

- ☆ **Shuttle Buses**
 - Five buses running continuously during both days of the Festival
- ☆ **Pavilion Sponsor**
 - Two days of continuous entertainment on main venue stage in Bissell Park
- ☆ **Salute to Soldiers**
 - Interactive displays and demonstrations honoring WWII soldiers history
- ☆ **Arts & Crafts Show**
 - Regional and local crafters offering their creations for sale outside in a big tent
- ☆ **Children's Festival—4 Sponsorships Available**
 - FREE activities for children of all ages
 - Children's Arts & Crafts
 - Toddler's Area
 - Petting Zoo
 - Youth Area
 - Children's Stage

As an **Event Sponsor**, you will receive:

- ☆ Name on placemats distributed to restaurants throughout Anderson County
- ☆ Name mentioned in all press materials related to the *sponsored event*
- ☆ Corporate link from the Secret City Festival web site
- ☆ Name displayed on signage at Festival
- ☆ 16 complimentary tickets for either Friday or Saturday night entertainment
- ☆ Discount tickets for Friday and Saturday night concerts for sponsor's employees
- ☆ A post event report outlining their publicity benefit for their investment.
- ☆ Complimentary 10 X 10 foot booth space, your choice of location.

Contributing Sponsor-Funding Level \$2,500

The specific events available for sponsorship are:

- ☆ **Bus Stops**
 - Three staffed bus stops with information about the Festival.
 - Ticket printing.
 - Banners and signs.
 - Roving entertainment.

As an **Event Sponsor**, you will receive:

- ☆ Name linked to all advertisements featuring *sponsored event* including press, radio, TV, and internet
- ☆ Corporate link from the Secret City Festival web site
- ☆ Name displayed on signage at *sponsored event*
- ☆ 8 complimentary tickets for either Friday or Saturday night entertainment
- ☆ Discount tickets for Friday and Saturday night concerts for sponsor's employees.
- ☆ Complimentary 10 X 10 foot booth space.

Supporting Sponsor-Funding Level \$1,000

As a **Contributing Sponsor**, you will receive:

- ☆ Name displayed on signage at Festival
- ☆ Corporate link from the Secret City Festival web site
- ☆ 4 complimentary tickets for either Friday or Saturday night entertainment
- ☆ Discount tickets for Friday and Saturday night concerts for sponsor's employees.
- ☆ Complimentary 10 X 10 foot booth space.

General Sponsor-Funding Level \$ 500 and Under

As a **Supporting Sponsor**, you will receive:

- ☆ Name mentioned in press materials related to the Festival
- ☆ Corporate link from the Secret City Festival web site
- ☆ 2 complimentary tickets for either Friday or Saturday night entertainment
- ☆ Discount tickets for Friday and Saturday night concerts for sponsor's employees