



CITY OF CLEVELAND
SPECIAL EVENT APPLICATION

85 South Main Street, Cleveland, Georgia 30528
permitting@clevelandga.org / 706-865-2017 opt. 2

OFFICE USE ONLY:

Date Rec'd: 7/6/2026

Permit #:

Event Name: Agri-Fest Country Market
Event Location: Freedom Park
Event Date: 9/26/26 Event Time: 9:00-3:00 Set up begins: 6:00 AM

Applicant's Name: Denise Hoggins
Applicant's Address: 784 South Main St. P.O. Box 849
City/State/Zip: Cleveland GA 30528
Applicant's phone: 706-878-6495
Email address: dhoggins@gfbco.org

Non-profit Agency/Group &
501 (c)3 Identification:

Additional Emergency Contact: Nathan Eason
Phone number: 706-255-0267
Email Address: neason@uga.edu

Event Type (Provide a description of event and the related benefit to the community):

farmers market Arts + Crafts Festival
Kids Zone Food Trucks

Anticipated number of attendees: 5000 Number of staff: 200

Will food be provided/given away/sold by vendors or food trucks? ☒ yes ☐ no

If so, have you made contact with White County Environmental Health? ☒ yes ☐ no

Will electrical service be needed (if held at Freedom Park)? ☐ yes ☒ no

Electrical service will need to be coordinated by the applicant with the White County

Board of Commissioners.

Will canopy tents be used? ☒ yes ☐ no

How Many: 80-120 Size: 10x10

(enclosed tents are prohibited) 10x20

Clean up of location will be provided by: ☒ Event volunteers ☐ Private Contractor

City of Cleveland Sanitation Department (must be coordinated with City Hall. Additional fees will apply.

Will fireworks be displayed? ☐ yes ☒ no (*separate approval must be obtained by Cleveland Fire Department)

Will speakers, microphones, amplifiers, or sound systems be used? ☒ yes ☐ no

Are street closures requested? ☒ yes ☐ no

*Street closures must be approved by the Mayor and City Council.

N. Brooks + Quillian St. around Freedom Park

Any requests for assistance from the Cleveland Police Department for traffic control, security, or pedestrian crossing assistance must be coordinated directly with the Cleveland Police Department by calling 706-348-7078. Such requests for personnel will incur additional costs which are the sole responsibility of the applicant.

Required supporting documents: copy of Photo ID, list of vendors if applicable, sketched layout to include vendor locations, parking, and tent locations.

Applicant's Signature

Denise Hoggins
Kim McEntire

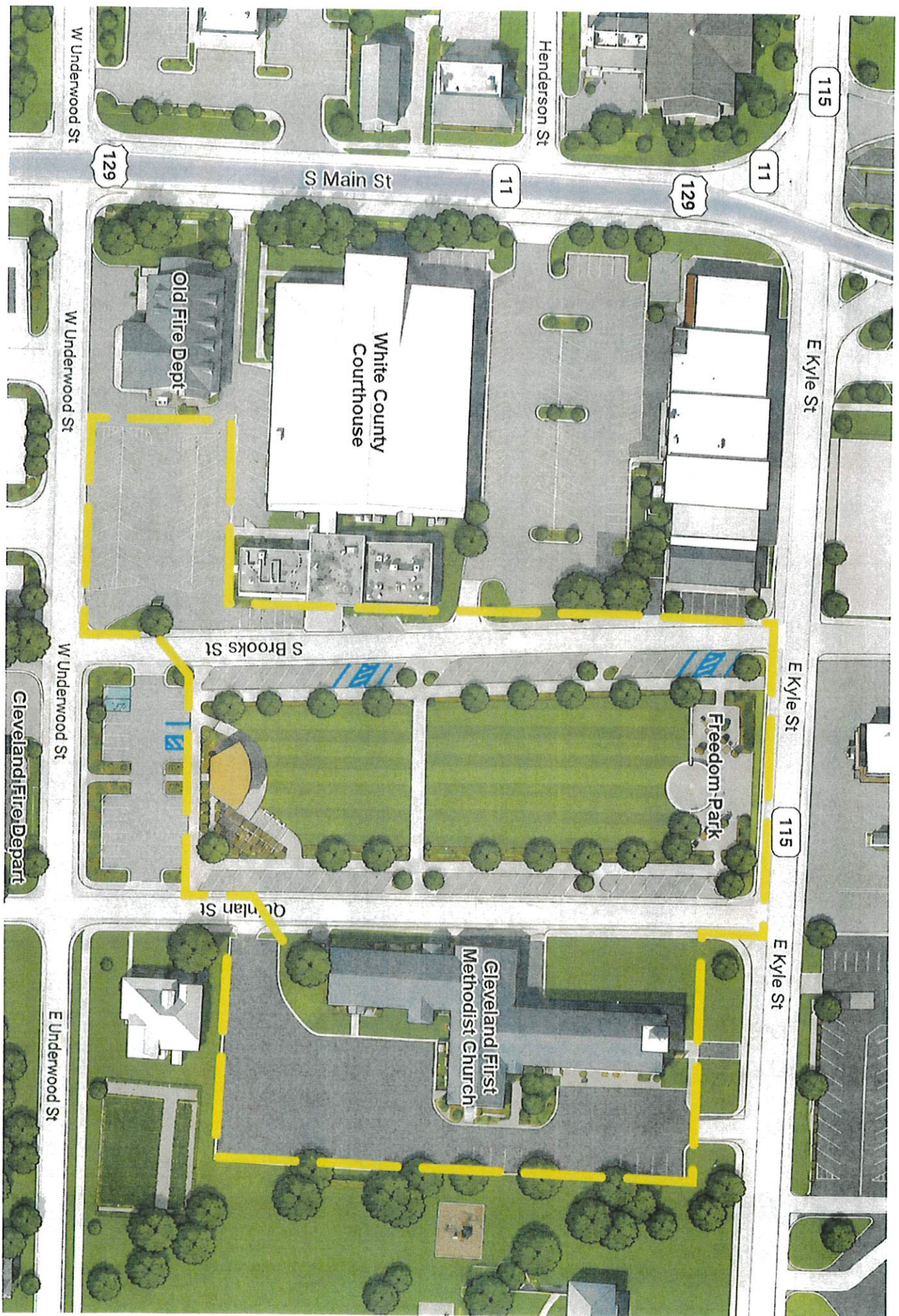
Date: 6/11/26

(Boc)

Kim McEntire

7/2/26

Kim
706
809
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768
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To the Honorable Mayor Turner & the City Council Members

Agriculture is a cornerstone of the economy in White County. The county features over 300 farms. Agri-Fest's central theme is set up to appreciate and celebrate White County's farmers and their families, who work to produce food, fiber and shelter; and to feature a glimpse into the past history of agriculture in our county. Along with vendors, there will also be active agricultural demonstrations (e.g. quilting, cider press, bee keeping, etc.).

We know we cannot be successful without the encouragement and support from the City of Cleveland. We are requesting the closure of South Brooks Street & Quinlan Street, police support, and trash. We hope to continue Agri-Fest as an annual event to spot light our farmers and agriculture businesses.

The following areas have been addressed for the 2026 Agri-Fest:

PROPOSED VENDOR COUNT

- 124 Vendors, selling produce, consumables & unique crafts

NET PROCEEDS

- Net proceeds will be used to fund the White County Agri Business Council

POLICE

- Requested street closures (South Brooks St. & Quinlan St).
 - Barriers to be placed so there is access to the parking lot along West Underwood St. & to also allow access to Cleveland First Methodist Church's parking lot.
- Traffic & crowd control to use Cleveland's Police officers.

FIRE DEPARTMENT

- Safety/first aid
- Will adhere to Cleveland's Fire Department's requirements for Food Truck spacing, etc. (planning on 3-4 trucks)

CLEVELAND FIRST METHODIST CHURCH

- In conjunction with Agri-Fest, the Cleveland First Methodist Church will be hosting their annual FALL FESTIVAL.

WHITE COUNTY PERMIT

- Approved: Kim McEntire (White County)

INSURANCE

- Kim McEntire (White County) checked insurance; Agri-Fest will be covered by current policy; no additional insurance required.

TRASH CONTROL

- Along with the existing trash containers in the park, we are asking for high-capacity waste receptacles to be placed throughout the event & an additional dumpster. Agri-fest will provide all bags for the cans.

Thank you for reviewing the application for the 2026 Agri-Fest!

Animal Milking Station

For a temporary festival setup, a single animal milking station typically requires **150 to 300 square feet** of physical operating space. This accommodates a standard **4' x 9'** or **6' x 6'** milk stand/headgate & leaves room for the handler, sanitation buckets, & safe animal access. However, the exact footprint heavily depends on the layout & the type of setup used:

- **Basic Milk Stand (Hand Milking):** Requires a footprint of about **6' x 9' per animal**. This includes the headgate, the elevated standing platform, & standing room for the demonstrator.
- **Mobile Dairy Classroom:** Many festivals host traveling exhibits (such as Georgia's [Mobile Dairy Classroom](#)). These self-contained trailer units typically require an unobstructed parking & setup footprint of **45' to 50' in length for truck & trailer**.
- **Holding & Waiting Pens:** If the animal is on display for multiple hours, an adjacent waiting/holding pen is needed so animals aren't crowded. Depending on whether it is a goat or a full-sized cow, this requires an additional **15 to 20 square feet per animal**.

Event Planning:

- What types of animals are planned for this event?
- Is this a **hand-milking demonstration** or a **portable milking machine**?
- Prefer _____ 10' x 10' or _____ 15' x 10' for the holding pen?
- No tent, fencing, or sanitation equipment will be provided by AgriFest.
- Area will be set up on grass along the tree line.
- Vendor must bring water/food for the animals.

Vendor: _____

Phone: _____ Email: _____

Special Requirements: _____

Pottery Wheel

A historic pottery wheel demonstration typically requires a footprint of at least **10' x 10'** to comfortably fit the wheel, historic display, clay supplies, & a buffer for onlookers. Larger historical setups with **multiple wheels or interactive clay-wedging stations** often need **10' x 20'** or more.

Key space requirements include:

- **Operating Radius:** The potter needs a 3' x 3' minimum for the wheel itself, plus at least 3' of clearance on all sides to throw, pivot, & maneuver.
- **Safety & Spatter Buffer:** A distance of 3' to 4' is necessary to protect festival-goers and their clothing from flying water & stray clay.
- **Supply & Display:** Additional table space is needed for raw clay, tools, finished "greenware" pieces, & historical context signage.

Event Planning:

- **How many potters** are doing the demonstration?
- Will this be a **static display** or an **interactive/hands-on** booth for guests?
- No tent or fencing will be provided by AgriFest.
- Area will be set up on grass along the center sidewalk on the grass.
- Will vendor also be selling demo related items?

Vendor: _____

Phone: _____

Email: _____

Special Requirements: _____

Quilting station

A historic quilting or live-demonstration station at a festival generally requires a minimum space of **10' x 10'** (the industry standard for festival booths). If you are using a **longarm machine**, you should scale up to **10' x 15'** or **10' x 20'** to accommodate the frame & safe visitor walkways.

Breaking Down the Space Requirements

- **The Machine & Frame:** Traditional sit-down quilting stations only need a single **6'** table space. However, a historic longarm or quilting frame setup spans about 10' x 8' on its own, requiring a deeper footprint.
- **The "Demonstrator" Buffer:** Need at least **3' of clearance** around any machine or table so demonstrators can comfortably maneuver without turning their backs on the crowd.
- **Auxiliary Stations:** If the historic station includes interactive elements (like hand-piecing or historical pattern stamping), a space is needed for a separate **6-foot folding table** for visitors to sit or stand.

Essential Setup Considerations

- **Floor Protection:** Because historic stations are often stationary & heavily trafficked, consider bringing interlocking foam floor mats to prevent demonstrator fatigue.
 - **Electrical Needs:** Historic demonstrations may be purely mechanical or hand-driven, but if the demo area requires lighting, a sewing machine, or a modern iron, power needs & wattage must be confirmed with festival organizers in advance.
 - **Display Elements:** Since quilting displays perform best vertically, utilize the back of the tent or hanging grids to display finished historic quilts, which will draw a crowd while keeping the workspace clear.
-

Event Planning:

- **How many quilters** are doing the demonstration?
- **What specific tools or machinery** (e.g., hand-quilting hoops, a sit-down machine, or a longarm frame) are planned to be used.
- Will this be a **static display** or an **interactive/hands-on** booth for guests?
- No tent or fencing will be provided by AgriFest.
- Area will be set up on grass along the center sidewalk on the grass.
- Will vendor also be selling demo related items?

Spinners & Spinning Demo

Wool Spinners

A historic wool spinning demonstration requires a minimum space of **10' x 10'** (100 square feet) to comfortably accommodate the spinner, an antique wheel, raw materials, & an audience without violating event fire codes.

The specific equipment and space requirements vary by the type of wheel being demonstrated:

- **Saxony / Castle Wheels:** These traditional, treadle-operated wheels measure about 3' to 4' in length. A 10' x 10' footprint provides enough room for a chair, supply baskets, & a safe boundary for spectators.
- **Walking / Great Wheels:** These antique wheels stand up to 6' in height & span about 4' to 5' in wheel diameter. Because the spinner must step back & forth to draft & wind the fiber, a **10' x 20'** or larger space is ideal.

Cotton Spinners

A historic cotton spinner demonstration requires a minimum space of **10' x 10'** (the standard festival footprint), though **10' x 20'** or larger is ideal for safely showcasing large antique machines like a Great Wheel (or walking wheel) & accommodating crowds.

Key Space and Setup Considerations

- **The Machine's Footprint:** A Great Wheel (commonly associated with spinning cotton in colonial times & living history events) is large, often measuring 5' to 6' in diameter. You will need extra clearance for the drive band & moving parts.
- **The Spinner's Movement:** Unlike modern wheels, great wheels require the spinner to stand & physically walk backward & forward to draw out the cotton. The layout needs a clear, unobstructed pathway of at least 3' to 4' behind or beside the wheel for this motion.
- **Crowd Control:** Spectators love to gather & see how cotton fuzz is joined and twisted into thread. A 10' x 10' space leaves little room for equipment if a line forms. Upgrading to a 10' x 20' space allows the vendor to set up roped-off "flow space" so spectators do not accidentally bump the wheel or step on dropped cotton.

Essential Layout Equipment

- **Display Tables:** An 8' table is perfect for laying out raw cotton bolls, rove, & historical artifacts for hands-on touching.
- **Safety & Sun Canopy:** If outdoors, a standard 10' x 10' or 10' x 20' popup tent is a necessity to protect the historical wheel from direct sunlight or sudden rain.
- **Display Elements:** A blanket or small table positioned in front of the demonstration area is great for labeling different fiber stages.

Event Planning:

- **What type of historic machine** are you using (e.g., Great Wheel, Charka, or a smaller Castle wheel)?
- Are festival attendees going to be allowed to **try spinning themselves**?
- No tent or fencing will be provided by AgriFest.
- Area will be set up on grass along the center sidewalk on the grass.
- Will vendor also be selling demo related items?

Blacksmith Demo

A standard blacksmithing demonstration needs a minimum footprint of 10' × 10' to 15' × 15' (about 100 to 225 square feet). This space accommodates a forge, anvil, vise, & a safe safety perimeter from sparks & hot steel.

Key spatial and logistical requirements include:

- **Safety Perimeter:** A clear 5' buffer zone is required around the anvil & forge to protect the public from flying scale & radiant heat.
- **Clearance:** The area must have an open-air setup or a very high ceiling with fire-resistant overhead clearance (at least 10') if placed in a tent.
- **Surface:** The ground must be non-flammable—packed dirt, gravel, concrete, or protective fire-rated mats are ideal. Grass requires significant soaking or a flame-proof tarp underneath.
- **Power & Ventilation:** Forges run on solid fuel (coal/coke) or gas (propane). Gas setups are best for confined festival spaces, while coal requires good wind circulation for smoke dissipation.

Event Planning:

- Will the demo be using **coal/coke or propane**?
- Need access to **electricity**?
- Vendor shall provide their own water?
- No tent or fencing will be provided by AgriFest.
- Area will be set up in parking lots along the sidewalk on South Brooks St.
- Will vendor also be selling demo related items?

Vendor: _____

Phone: _____

Email: _____

Special Requirements: _____

Butter Churn

A historic butter churn demonstration requires a footprint of at least **10' x 10'** (the standard festival booth size). This space easily fits the churn, a small prep table, & creates a buffer zone so festival-goers can watch without spilling cream or water.

Space Breakdown & Requirements:

- **The Churn & Operator (4' x 4')**: Whether using a vertical "dasher" churn or a table-top glass "Daisy" churn, Room is needed to comfortably sit or stand & crank the handle.
- **Prep Table (6' x 2.5')**: A folding table is required to hold heavy cream, cheesecloth, bowls, & ice water needed for washing & straining the butter.
- **Crowd Buffer:** The remaining space ensures the audience remains a safe distance from the inevitable splashing that occurs when the butter & buttermilk separate.

Logistics to Consider:

- **Floor Type:** Churning can be messy. Outdoor demonstrations are best placed on grass, while indoor or pavement demos will require a tarp or drop cloth.
- **Electrical:** If running an antique motorized churn (rather than hand-cranked), this demo will need to be positioned near a power outlet.
- **Weather:** If demonstrating outdoors, will likely need a tent to shield the churn from direct sunlight, which can prematurely melt the butter.

Event Planning:

- Is the churn **hand-cranked, manual dasher, or motorized?**
- Will **samples be handed out** or just doing a visual **display**?
- No tent or fencing will be provided by AgriFest.
- Area will be set up on grass along the center sidewalk.
- Will vendor also be selling demo related items?

Vendor: _____

Phone: _____ Email: _____

Special Requirements: _____

Food Trucks

A food truck typically needs a flat space of **25'–35' in length** for a truck, while **food trailers or trucks with generators often require at least 50'** to accommodate towing vehicles & maneuvering. For optimal operation, safety, & customer flow, a **width of 10'–15'** is required, typically allowing **8'–10' of clearance between trucks**.

Ideal Space Requirements

- **Total Length:** 30'–50'+ (including space for tongue, generator, or truck + towing vehicle).
- **Total Width:** 10'–15' (allowing for side serving windows & safety egress doors).
- **Spacing Between Trucks:** 10' buffer is ideal to separate generators & allow for quick exit.

Key Considerations

- **Maneuvering Room:** Trucks require significant space to turn around & enter/exit the area; 28'+ in width is often needed for departure.
- **Serving Side:** Confirm whether the service window is on the driver or passenger side to orient the truck correctly in the space.
- **Behind the Truck:** An extra 5'–10' behind the truck is helpful for additional storage or cooking prep.
- **Safety Zones:** Ensure there is dedicated space for lines to form without blocking pedestrian pathways or other vendors.

Note: Always verify minimum space requirements with your local fire marshal, as they dictate safety clearances between food units.

Historic Shingle Mill Demo

An historic shingle mill demonstration generally requires a footprint of at least **20'x 30'** (600 square feet). This space comfortably houses the mill itself, operational clearance for the carriage, log staging, the operator, & a safe spectator viewing distance.

Key Space Requirements

- **The Footprint:** While the mill itself may only measure about 6'x 10', you need additional room around it to safely handle bulky log bolts, load the carriage, & stack the finished cedar/wooden shingles.
- **Safety Buffer:** Spinning saw blades & flying wood debris demand a clear perimeter. It is best practice to set up heavy-duty stanchions, barricades, or ropes at least 5' to 6' away from the moving parts to protect festival attendees.
- **Material Staging:** Extra room will be needed to store incoming raw wood (bolts) & stacks of finished shingles.

Operational Considerations

- **Debris & Cleanliness:** Shingle mills produce a massive amount of sawdust. Festival layout places should be on pavement or gravel, & leave room for a designated drop zone for waste or sawdust collection.
- **Power Source:** If the historic mill is running off an antique gas engine or a belted tractor (like an old Farmall), you must account for the space of the power unit & the connecting flat belt.

Event Planning:

- Will the demo be using a hand-fed swing mill, automatic, or horizontal saw?
- Will a tractor, gas engine, or electric motor be used to power it?
- No tent or fencing will be provided by AgriFest.
- Area will be set up in parking lots along the sidewalk on South Brooks St.
- Will vendor also be selling demo related items?

Vendor: _____

Phone: _____ Email: _____

Special Requirements: _____

Cider Press

A historic cider press requires a festival footprint of at least **10' x 10'** for a small hand-cranked basket press, up to **15' x 20'** for a large, horse-drawn or beam-style antique press. This space accommodates the equipment, operating zones, & crowd flow for public viewing.

Key Space Requirements to Plan For

- **The Machine Footprint:** The central press & grinder typically measure between **4' to 6' long & 2' to 4' wide**.
- **Operating Zone:** Need **3' to 4' of clearance on all sides** for volunteers to operate the cranks, load apples, & switch out baskets or collection buckets.
- **Crowd Buffer:** Historic presses draw crowds. Add an extra **3' to 5' of perimeter** space as a safety barrier so spectators remain at a safe distance from flying apple pomace & moving parts.

Essential Setup Zones

To run the press efficiently and cleanly, the space should be divided to allocate festival space into these four micro-zones:

1. **Washing Station:** A table with tubs to clean the apples before they hit the grinder.
2. **Grinding & Pressing Station:** The primary machinery needs level, stable ground, preferably with a tarp underneath to catch spills & discarded pomace.
3. **Juice Collection:** A table for food-grade collection buckets, cheesecloths/mesh bags, & pouring pitchers.
4. **Sanitation & Waste:** Trash cans for discarded apple cores and a wash station for volunteers to clean their hands and equipment.

Event Planning:

- What **specific model or type** of press is being used?
- Will **the cider be sold** or just doing **educational demonstrations**?
- No tent or fencing will be provided by AgriFest.
- Area will be set in the parking spaces along sidewalk of South Brooks St.

Vendor: _____

Phone: _____ Email: _____

Special Requirements: _____

AgriFest/Country Market
Saturday, September 26, 2026

Vendord

Madison Alford	Baked Goods	
Emily Allison	Wooden Door Hangers	
Nanette Boughman	Non Profit/Family Connection	Non Profit
Jordan & Julie Bell	Sprout/Soaps/Salves/Candels	Paid
Laurie Carpenter	Baked Goods	Paid
Ginny Davidson	Soaps	Paid
Jillian Deleon	Baked Goods	
Cami Downey	Family Promise	Non Profit
Debby Duncan	Jams/Jellies	Paid
Renee Gable	Shirts/Tumblers	Paid
Tracey Gazaway	Jams/Jellies	Paid
Earl Gooch	Produce	Paid
Melissa Howitz(2)	Meat/Pigs/Chickens	Paid
Melissa Jackson	Baked Goods	
Scott Jones	Grinola	Paid
Undre Cia Kelley	Wood Crafts	
Jeanne Latta	Baked Goods	
Lauren Marshall	Pickles	
Emily McConnell	WC Public Library	Non Profit
Megan McKellar	Baked Goods	
Haley Moore	Jewelry	Paid
Emily Nguyen	Jewelry	
Michell Orr	Salves	Paid
Cole Partin	Garlic	Paid
Mary Ranson	Gnomes	Paid
Megan Rhoades	Baked Good	Paid
Ann Showalter	Hot Pads, Bowl covers	
Jane Sims	Embroidery	Paid
Paula Spicer	Soap/lotion	
Hartwell Taylor	Pellet Fiber	
Charlie Thomas	Produce	Paid
Anna Toms	Baked Goods	
Amada Wade	Crochet Items	Paid
Tiffany Wehunt	Hand Dyed Items	
Lane Westfall	Produce	Paid
Jennifer Whitaker	Tshirts	Paid
Heather Williamson	Baked Goods	Paid

Food Vendors

Michael Meaders	Boiled Peanuts	
FT Randal Summerour	Kitchen of Dana	BBQ, Mac & Cheese
FT David Enriquez	Tacos El Norteña	
Sandra Poulsen	Burgers, Hotdogs, Fries, Chicken	
Ruby Anderson	Lemonade	

Demo

Barbara Collins	Quilting
Avery Hutto	Kids Zone Bridge Church
Alan Latty	Hit and Miss Tractor
Bridget Tuckey	Master Gardener
Beth Tuttle	Honeybees
Lane Westfall	Hydroponic Demonstration
Nadine Wardenga	Apple Press
David Howington	Tractors
Brook Crump	Cows/Large Animal Vet
Bob Slack	Wood Working
Hardman Farms	Butter and Canning
Georgia Beef Board	Information
NEGA Cattleman's	Cattle Equipment
North GA Tech	Rusty Logan Ag Program
Georgia Dairy Trailer	Milking Cow
Melissa Howitz	Farm Animals
Cheryl Sluder	Spinner
David Howington	Blacksmith