



**29th ANNUAL OLIVER HARDY FESTIVAL
SATURDAY, OCTOBER 7th, 2017**

VENDOR GUIDELINES & APPLICATION

**Downtown Harlem, Georgia
320 N Louisville Street**

Event/Operating Hours: 9AM – 5PM

SETUP HOURS: FOOD VENDORS - May setup after 6pm the night before with permission.

ALL OTHER VENDORS – May setup up from 4:30am until 7:45am, at which point ALL VEHICLES MUST BE OFF OF THE STREET. **Please pull up to your space, unload your vehicle, go park your vehicle then return to space for setup. IN THAT ORDER PLEASE.

SEE NEXT PAGE FOR BOOTH RENTAL FEES & DESCRIPTIONS, RULES AND GUIDELINES

Booth Rental Fees:

<u>Handcrafted Merchandise</u> -	\$ 75.00
<u>Buy/Sell Merchandise</u> -	\$100.00
<u>Service Vendors</u> -	\$ 50.00
<u>Civic Groups</u> -	\$ 25.00
<u>Food Vendors</u> -	\$200.00 Plus \$50.00 Refundable Deposit
<u>Snack Vendors</u> -	\$150.00

BOOTH SIZES ARE 10' x 10'

Vendor Categories:

Handcrafted Merchandise: Any item(s) the vendor personally created – to include: **hair bows, purses, paintings, sculptures, sketches, quiltings, crocheted and other sewn items, handcrafted jewelry, soaps, candles, scrubs, lotions and other home décor**

Buy/Sell Merchandise: Any item(s) that were manufactured in quantity (regardless of vendor embellishments) – to include: **cell phone accessories, light up novelties, clothing, manufactured home décor (including candles), t-shirt designs/pressing, personal healthcare & other beauty items, etc...**

Service Vendor: Any vendor providing a service to patrons – to include: **face painting, temporary body artwork (henna), make overs, massages, etc...**

Civic Groups: Includes Churches, Boy Scouts of America, Girl Scouts of America, Veterans Groups, high school/middle/elementary school groups (chorus, softball, baseball, basketball, football, cheer teams, drama clubs, etc...)

Food Vendors: Any vendor providing more than four (4) different items to patrons OR using any type of cooking appliance (grills, fryers, double cookers for boiling with propane) – to include: hotdogs, burgers, sausage dogs, chicken funnel cakes, cotton candy, fries, etc... **FOOD**

VENDORS CANNOT SELL ANY TYPE OF ICE CREAM, SPECIALTY DRINKS SUCH AS LEMONADE OR SHAVED ICE.

Snack Vendor: Any vendor providing 1 or 2 different items and those would be ICE CREAM, LEMONDADE, SHAVED ICE & OTHER SPECIALTY DRINK ITEMS, CHIPS OR OTHER SIMILAR SNACKS.

- **APPLICATION DEADLINE: THURSDAY, AUGUSTA 31, 2017**
- **VENDOR LOCATIONS WILL ONLY BE ASSIGNED ONCE APPLICATION & FEE ARE SUBMITTED**
- **VENDORS WILL BE ACCEPTED ON A FIRST COME – FIRST SERVE BASIS**
- **CASH, CHECKS AND MONEY ORDERS WILL BE ACCEPTED**

APPLICATIONS WILL NOT BE ACCEPTED IF FAXED – ALL APPLICATIONS MUST BE MAILED OR DROPPED OFF TO HARLEM CITY HALL, ATTENTION “OLIVER HARDY FESTIVAL” OR DROPPED INTO THE NIGHT DROP AT HARLEM CITY HALL.

The City of Harlem Special Events reserves the right to deny any vendor(s) due, but not limited to #1 – duplication of products, #2 – past concerns or issues with any vendor/exhibitor and #3 – vendors exhibiting/selling items that are not approved or deemed appropriate for the event. KNIVES, GUNS (WEAPONS OF ANY KIND), SILLY STRING, STINK BOMBS/POPPERS AND FLEA MARKET/YARD SALE ITEMS ARE PROHIBITED!

RULES

1. Exhibitor must provide their own set-up and equipment. NO PETS are allowed in booth spaces or at the festival.
2. Exhibitor is encouraged to provide flyers or business cards to hand out to visitors.
3. Merchandise cannot block aisles or be set up in public walking areas; this includes the access lanes to the festival (all roads leading in). All supplies must be contained within your assigned space. All power cords that cross walking paths must be taped down or covered to avoid trip hazards...POWER CORDS ARE FOR GENERATORS ONLY, AS THE CITY OF HARLEM DOES NOT PROVIDE ELECTRICITY OR WATER.

4. Booth fee and space will be forfeited if exhibitor does not set up on time. Booth spaces **cannot be sublet to another vendor** without prior approval by the City of Harlem Special Events/Festival Committee at Harlem City Hall.

5. Spaces will be assigned prior to the event ONLY after Vendor Application & Payment have been received. **BOOTH FEES ARE NON-REFUNDABLE, as we cannot control a hurricane, lightening or possible tornadoes.** All sources will be considered before cancelling. Checks should be made payable to the **CITY OF HARLEM & "MEMO" OLIVER HARDY FESTIVAL.**

6. Vendors using grease are responsible for disposal of it in a safe manner. The dumping of grease or wastewater on the grounds is prohibited.

7. Georgia Sales Tax must be charged on all sales. Each vendor is responsible for collecting and turning in all applicable taxes to:

Georgia Department of Revenue
Compliance Division
Augusta Regional Office
130 Davis Road
Martinez, GA 30907-2386

You will receive a copy of the "Miscellaneous Events" Form FS-32 in your vendor package, upon approval.

8. **Booths must be staffed and "open for business" at all times during operation hours. No exhibitor will be allowed to leave a venue prior to the close of the event.**

9. NO VEHICLES will be allowed in the vendor area (parked or in motion) during operating hours. You must drive up to your vending space, unload your vehicle, park your vehicle in any area you can find, then return to your vending space and assemble/setup your exhibit. ALL VEHICLES MUST BE OFF OF THE STREET BY 7:45 AM. NO EXCEPTIONS!

10. **All tents must be free standing. DO NOT anchor tents by drilling through the asphalt or cement.**

11. The City of Harlem and Festival Committee will not accept responsibility for lost or stolen items, nor loss of profit due to sales.

12. Vendors must cease all sales and begin to dismantle setup promptly at the end of the event.

13. The Harlem Public Safety, as well as the Columbia County Sheriff's Office deputies, their Auxiliary, ATV Unit Officers and their Reserve Officers, have the authority to uphold all rules and regulations.

NOTE: Violation of the vendor guidelines will result in a \$200.00 fine plus prohibition from participating in all future events.

If you have any questions, concerns or comments, please contact:

City of Harlem Special Events

shart@harlemga.org

350 N Louisville Street

Harlem, GA 30814

(706) 556-0043

EMAIL IS ALWAYS PREFERRED!

2017 OLIVER HARDY FESTIVAL APPLICATION
SATURDAY, OCTOBER 7, 2017
9 AM – 5 PM

VENDOR CONTACT INFORMATION

PLEASE CHECK TYPE OF VENDOR: **(All fees are PER SPACE NEEDED, each space 10'x10')**

FOOD/\$200 + \$50 REFUNDABLE DEPOSIT _____ SNACK/\$150 + \$50 REFUNDABLE
DEPOSIT _____ BUY/SELL-\$100 _____ HANDCRAFTED/\$75 _____
SERVICE/\$50 _____ CIVIC/\$25 _____

NUMBER OF BOOTHS TO BE RESERVED: _____ **Trailer Size** _____

BUSINESS NAME:

CONTACT:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

EMAIL REQUIRED:

WILL YOU NEED A GA DEPARTMENT OF REVENUE EVENTS FORM? YES _____ NO _____

ITEMS TO BE

SOLD: _____

- PLEASE INCLUDE PICTURES OF YOUR FOOD/CRAFT AND SET-UP ...

With my signature, I agree to abide by all rules and regulations set forth by the City of Harlem for this event. Any violation of these rules and regulations will result in termination of application and forfeiture of all paid fees.

Vendor Signature

Date

Please make all check and money orders made payable to the City of Harlem and return them, along with your COMPLETED application to:

The City of Harlem, Georgia
Oliver Hardy Festival Committee
PO Box 99
Harlem, GA 30814

APPLICATION DEADLINE IS THURSDAY, AUGUST 31ST, 2017 – 5 PM

NO EXCEPTIONS

CITY OF
HarlemGa



