



## **VENDOR GUIDELINES & APPLICATION**

**30<sup>th</sup> ANNUAL OLIVER HARDY FESTIVAL**

**SATURDAY, OCTOBER 6<sup>th</sup>, 2018**

**Downtown Harlem, Georgia**

**Event Hours: 9 am – 5 pm**

### **Booth Fees:**

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

**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, quilting, crochet and other sewn items, handcrafted jewelry, soap, candles, scrubs, lotion 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), makeovers, massages, etc.**

**Civic Group:** 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 Vendor:** 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 which would include **ICE CREAM, LEMONADE, SHAVED ICE & OTHER SPECIALTY DRINK ITEMS, CHIPS OR OTHER SIMILAR SNACKS.**

- **APPLICATION DEADLINE: FRIDAY, AUGUST 24, 2018**
- **VENDOR LOCATIONS WILL ONLY BE ASSIGNED ONCE APPLICATION & FEE ARE RECEIVED**
- **VENDORS WILL BE ACCEPTED ON A FIRST COME – FIRST SERVE BASIS**
- **CASH, CHECKS AND MONEY ORDERS ARE ACCEPTED**

The City of Harlem and the Oliver Hardy Festival Committee reserves the right to decline 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 STRICTLY PROHIBITED!**

### **\*RULES\***

1. Exhibitor must provide their set up and equipment. No tents, tables, chairs, water or electricity will be provided.
2. Merchandise and storage/packing containers cannot block aisles or be set up in public walking areas and on sidewalks. 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.**

3. 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 or the Oliver Hardy Festival Committee.
4. 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, lightning or possible tornadoes. All sources will be considered before canceling. Checks should be made payable to the **CITY OF HARLEM & "MEMO" OLIVER HARDY FESTIVAL**.
5. Vendors using grease are responsible for disposal of it in a safe manner. The dumping of grease or wastewater on the grounds is prohibited.
6. 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.
7. Booths must be staffed and "open for business" at all times during operating hours. No exhibitor will be allowed to leave the venue prior to the close of the event.
8. **NO VEHICLES** will be allowed in the vendor area (parked or in motion) during operating hours. You must drive to your vendor space, unload your vehicle, park your vehicle, then return to your vendor space and assemble/set up your exhibit. **ALL VEHICLES MUST BE OFF THE STREET BY 7:45 AM. NO EXCEPTIONS!**
9. All tents must be free standing. **DO NOT** anchor tents by drilling through the asphalt or cement.
10. The City of Harlem and Festival Committee will not accept responsibility for lost or stolen items, nor loss of profit due to sales.

11. Vendors must cease all sales and begin to dismantle their exhibit promptly at the end of the event.

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

13. **NO PETS** are allowed in booth spaces or at the festival.

**SET UP HOURS:**

**FOOD VENDORS - May set up after 6 pm the night before WITH PERMISSION.**

**ALL OTHER VENDORS – May set up from 4:30 am until 7:45 am, at which point ALL VEHICLES MUST BE OFF THE STREET. \*\* Please pull up to your space, unload your vehicle, go park your vehicle, and then return to your space to set up \*\***

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

If you have any questions please contact:

The City of Harlem

[cityofharlem@harlemga.org](mailto:cityofharlem@harlemga.org)

(706) 556-0043

**2018 OLIVER HARDY FESTIVAL APPLICATION**  
**SATURDAY, OCTOBER 6, 2018**  
**9 AM – 5 PM**

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

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

\*\*\* PLEASE INCLUDE PICTURES OF YOUR FOOD/CRAFT AND SET UP \*\*\*

NUMBER OF BOOTHS TO BE RESERVED: \_\_\_\_\_ TRAILER SIZE: \_\_\_\_\_

BUSINESS NAME:

\_\_\_\_\_

CONTACT:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

CITY:

STATE:

ZIP:

\_\_\_\_\_

TELEPHONE:

**EMAIL (REQUIRED):**

\_\_\_\_\_

WILL YOU NEED A GEORGIA DEPARTMENT OF REVENUE EVENTS FORM? YES \_\_\_\_\_ NO \_\_\_\_\_

ITEMS TO BE SOLD:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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.

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Vendor Signature

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Date

Please make checks and money orders payable to the City of Harlem and send payment, along with your COMPLETED application, to:

The City of Harlem  
Oliver Hardy Festival Committee  
P.O. Box 99  
Harlem, GA 30814

**APPLICATION DEADLINE IS  
FRIDAY, AUGUST 24th, 2018 BY 5:00 PM**