



Christmas in Harlem 2023

VENDOR GUIDELINES & APPLICATION

Saturday, December 9th, 2023

Downtown Harlem, Georgia

Vendor Event Hours: 11 am – 5 pm

Booth Fees

Vendor Booths: \$50.00

Service Vendors: \$75.00

Food Vendors: \$100.00 + \$50.00 refundable deposit

BOOTH SIZES ARE 10' X 15'

FEES ARE BASED ON *EACH* 10' X 15' SPACE

Service Vendors: \$75.00 (see rule #14)

SERVICE SPACES ARE BASED UPON THE CITY'S DISCRETION

- Application DEADLINE: **Tuesday, November 28, 2023.**
- VENDOR LOCATIONS WILL ONLY BE ASSIGNED ONCE APPLICATION AND FEE ARE RECEIVED, NO LOCATION REQUESTS WILL BE ACCOMMODATED.
- VENDORS WILL BE ACCEPTED ON A FIRST-COME, FIRST-SERVE BASIS
- CASH, CHECKS, AND MONEY ORDERS ARE ACCEPTED.

The City of Harlem 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
3. Vendors exhibiting/selling items that are not approved or deemed inappropriate for the event.

KNIVES, GUNS (WEAPONS OF ANY KIND), SILLY STRING, ADULT BEVERAGES, AGE-RESTRICTED ITEMS, STINK BOMBS/POPPERS, AND FLEA MARKET/YARD SALE ITEMS ARE STRICTLY PROHIBITED!

****RULES****

1. The exhibitor must provide their setup and equipment. No tents, tables, chairs, water, or electricity will be provided by the City of Harlem.
2. Political Party applicants are limited to ONE SPACE PER PARTY.
3. Merchandise and storage/packing containers cannot block aisles or be set up in public walking areas or on sidewalks. This includes access lanes to the event (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. The booth fee and space will be forfeited if the exhibitor does not set up on time. Booth spaces cannot be sublet to another vendor without prior approval by the City of Harlem.
5. Spaces will be assigned prior to the event **ONLY** after the vendor application and payment have been received. All sources will be considered before canceling. Checks should be made payable to the **CITY OF HARLEM** and **"MEMO" CHRISTMAS IN HARLEM 2023.**
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
610 Ronald Reagan Drive
Evans, GA 30809



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

8. Booths must be always staffed and “open for business” during operating hours. No exhibitor will be allowed to leave the venue prior to the end of the event.
9. 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.
10. **All tents must be free-standing. DO NOT anchor tents by drilling through the asphalt or cement or by staking them into the grass.**
11. The City of Harlem 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 their exhibit 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.
14. **Service vendors are only those vendors that provide a service to our younger visitors. This includes, but is not limited to, pony rides, petting zoos, face painting, henna, caricatures (for adults too), games, gem mining, etc. SERVICE VENDORS CANNOT SELL MERCHANDISE OR HANDMADE ITEMS, BUT THEY CAN CHARGE A PAY-PER-PLAY OR CHARGE HOWEVER THEY SEEM FIT.**

Vendors may begin setting up NO EARLIER than 9am.

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:
Meghan Foster, Museum Director or a Harlem Museum employee
mfoster@harlemga.org
(706) 556-0401



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SATURDAY, DECEMBER 9TH, 2023
11 AM – 5 PM**

Booth Fees:

Vendor Booths - \$50.00

Food Vendors - \$100.00

BOOTH SIZES ARE 10' x 15'

Service Spaces - \$75.00

SERVICE SPACES ARE BASED UPON THE CITY'S DISCRETION

NUMBER OF BOOTHS TO BE RESERVED: _____ TRAILER SIZE: _____

BUSINESS NAME: _____

CONTACT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ EMAIL (REQUIRED): _____

PICTURES OF YOUR PRODUCT MUST BE INCLUDED WITH YOUR APPLICATION.
YOU CAN INCLUDE PRINTED IMAGES IN YOUR APPLICATION OR SEND THE EMAILS
TO THE MUSEUM DIRECTOR. Incomplete applications WILL BE RETURNED.

ITEMS TO BE SOLD OR SERVICE SET-UP DESCRIPTION:

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

**The City of Harlem
P.O. Box 99
Harlem, GA 30814**

APPLICATION DEADLINE IS
Tuesday, November 28, 2023, BY 4:00 PM

OFFICE USE ONLY