VENDOR GUIDELINES & APPLICATION

2023 OLIVER HARDY FESTIVAL

SATURDAY, OCTOBER 7, 2023
Downtown Harlem, Georgia
Event Hours: 9 am – 4 pm
**Booth Fees:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harlem Business</td>
<td>$0.00 for “one” space</td>
</tr>
<tr>
<td>Handcrafted Merchandise</td>
<td>$100.00</td>
</tr>
<tr>
<td>Buy/Sell Merchandise</td>
<td>$150.00</td>
</tr>
<tr>
<td>Service Vendor</td>
<td>$75.00</td>
</tr>
<tr>
<td>Civic Group</td>
<td>$50.00</td>
</tr>
<tr>
<td>Food Vendor</td>
<td>$250.00 + $100.00 Refundable Deposit</td>
</tr>
<tr>
<td>Snack Vendor</td>
<td>$200.00 + $50.00 Refundable Deposit</td>
</tr>
</tbody>
</table>

**BOOTH SIZES ARE APPROXIMATELY 10’ x 15’ AND WILL BE MARKED ACCORDINGLY.**

*The 15’ x 15’ spaces were enacted for previous years only to provide extra space between vendors due to the pandemic.*

**Vendor Categories**

**Harlem Business:** The Harlem Business category is for businesses in Harlem, Georgia along North Louisville Street within the festival. These businesses are allowed one (1) free vendor space per Georgia Business License that is designated along North Louisville Street. Any additional spaces will need to be paid for according to another category that they may fall under. This rule is enforced by the Oliver Hardy Festival committee. Forfeiture of your space opens up that space to another vendor that applies through the Harlem Museum and Welcome Center. A Harlem Business may not give their space to another business or organization for free without speaking to the museum director beforehand.

**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, caricatures, etc.

**Civic Group:** Includes churches, Boy Scouts of America, Girl Scouts of America, Veterans Groups, adult and children’s sports leagues, 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. If a food vendor uses a tent they are REQUIRED to sign up for TWO (2) spots! Food vendors MUST BE LICENSED in the State of Georgia. If needed, reach out to the Georgia Department of Health BEFORE YOU APPLY TO THE FESTIVAL for a temporary license.
**Snack Vendor:** Any vendor providing 1 or 2 different items which would include ICE CREAM, LEMONADE, SHAVED ICED & OTHER SPECIALTY DRINK ITEMS, CHIPS OR OTHER SIMILAR SNACKS.

- **APPLICATION DEADLINE:** FRIDAY, SEPTEMBER 1, 2023
- **VENDOR LOCATIONS WILL ONLY BE ASSIGNED ONCE APPLICATION DEADLINE PASSES & ALL FEES 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.**
- **VENDORS NEED TO PAY IN FULL WITH THEIR APPLICATION IN ORDER TO APPLY. JUST BECAUSE A VENDOR HAS APPLIED AND PAID DOES NOT GUARANTEE A SPACE. IF DENIED ENTRY FOR DUPLICATION OF PRODUCTS OR ANOTHER REASON DEEMED NECESSARY BY THE OLIVER HARDY FESTIVAL COMMITTEE, THEN THE VENDOR WILL BE ISSUED A REFUND BY HARLEM CITY HALL. THE CITY OF HARLEM IS NO LONGER HOLDING CHECKS FOR THE WAITING LIST.**

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; #3 – vendors exhibiting/selling items that are not approved or deemed inappropriate for the event. KNIVES, GUNS (WEAPONS OF ANY KIND), SILLY STRING, STINK BOMBS/POPPERS AND FLEA MARKET/YARD SALE ITEMS ARE STRICTLY PROHIBITED!

Submission of application and payment that has been processed does NOT guarantee a space in the Oliver Hardy Festival. If several vendors of the same category applied before you then you will be issued a refund by the City of Harlem.

*RULES*

1. Exhibitor must provide their set up and equipment. **No tents, tables, chairs, water or electricity will be provided by the City of Harlem.**

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. Any vendor that gives their space to another vendor or trades during the festival will forfeit their deposit and will be given a warning and told to move to their original space. Continuing to move and/or trade spaces in future festivals will result in a ban.

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, lighting or possible tornadoes. All sources will be considered before cancelling. Checks should be made payable to the CITY OF HARLEM & ‘MEMO’ OLIVER HARDY FESTIVAL 2023.
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 applicable taxes to:

   Georgia Department of Revenue  
   Compliance Division  
   Augusta Regional Office  
   610 Ronald Reagan Drive  
   Augusta, GA 30809

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 without consulting with one of the members of the Oliver Hardy Festival Committee before the festival. Any emergencies will be taken into consideration.

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 booth. 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, have the authority to uphold all rules and regulations.

13. NO PETS are allowed in booth spaces or at the festival. Service animals are welcome.

14. No vendor is to go past their space diameters with merchandise or displays.

15. No person or vendor should be in front of their booth during the Oliver Hardy Festival Parade. The Parade starts at 10 am. THIS IS A SAFETY REQUIREMENT.

SET UP:

FOOD VENDORS – May set up after 7 pm the night before WITH PERMISSION. The City of Harlem and Oliver Hardy Festival Committee is not responsible for the security of items set up the previous evening nor the loss or destruction of any items to theft, weather conditions, or any other circumstance.

ALL OTHER VENDORS – May set up from 5:00 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 **

BREAKDOWN:
ALL VENDORS – Breakdown of your space will be from 4:00 pm until 5:30 pm. We encourage you to “pre-close” later in the festival, as possible. This will make breakdown go smoother. During breakdown, please breakdown everything in your booth BEFORE getting your vehicle. When you do retrieve your vehicle please load as quickly as possible to have the space cleared before we are required by GDOT to re-open the roads as well as ahead of any evening events that may also be scheduled. The Harlem Police Department will announce when the festival is officially over, and the streets are open to vendor vehicle traffic. They will also oversee the breakdown process to ensure the streets are clear in a timely manner.

NOTE: Violation of the vendor guidelines will result in a $250.00 fine plus prohibition from participating in future events.

If you have any questions please contact:

Meghan Foster, Harlem Museum and Welcome Center Director or one of the museum staff members
mfoster@harlemga.org; (706) 556-0401
2023 OLIVER HARDY FESTIVAL APPLICATION
SATURDAY, OCTOBER 7, 2023
9 AM – 4 PM

PLEASE CHECK TYPE OF VENDOR: (All fees are PER SPACE, each space is approximately 10’ x 15’)

___ HARLEM BUSINESS – ONE (1) FREE SPACE IN FRONT OF ONE (1) BUSINESS DOOR
___ HANDCRAFTED MERCHANDISE - $100
___ BUY/SELL MERCHANDISE - $150
___ SERVICE VENDOR - $75
___ CIVIC GROUP - $50
___ FOOD VENDOR - $250 AND $100 REFUNDABLE DEPOSIT
  Total on the check should be $350.00
___ SNACK VENDOR - $200 AND $50 REFUNDABLE DEPOSIT
  Total on the check should be $250.00

*** Food and Snack Vendors may be limited based on menu repetitiveness ***
*** PLEASE INCLUDE PICTURES OF YOUR FOOD/CRAFT AND SET UP ***

Vendor location requests will no longer be accommodated because we CANNOT GUARANTEE that you will get your requested space. Vendors will be assigned spaces by the Oliver Hardy Festival Committee on a first come, first served basis.

NUMBER OF BOOTHS TO BE RESERVED: _______ TRAILER SIZE: ___________

BUSINESS NAME: __________________________________________________________

WAS THIS BUSINESS IN A PREVIOUS OLIVER HARDY FESTIVAL? YES ___ NO___
IF YES, INDICATE DESIRED LOCATION (NOT A BOOTH NUMBER): ________________
__________________________________________________________________________
__________________________________________________________________________

* THESE SPACES ARE NOT GUARANTEED. IF THE DESIRED SPACE IS IN FRONT OF A HARLEM BUSINESS, THEN WRITE DOWN A SECOND CHOICE IN CASE THE HARLEM BUSINESS NEEDS THAT SPACE OPEN. *

POINT OF CONTACT: __________________________________________________________

ADDRESS: _________________________________________________________________

CITY: ________________ STATE: ___________ ZIP: ______________________________

TELEPHONE: ________________ EMAIL (REQUIRED) __________________________

ALL VENDORS MUST HAVE A RELIABLE EMAIL ADDRESS.

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

ITEMS TO BE SOLD:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

* * *
LAUREL & HARDY BOOTH DESIGN CONTEST

WILL YOU BE PARTICIPATING IN THE LAUREL & HARDY-THEMED BOOTH CONTEST?
YES ___ NO ___

Laurel & Hardy booth contest applies to the following vendors: Civic, Handcraft, Buy/Sell, and Service ONLY. The Laurel & Hardy-themed booth contest will be judged by the Oliver Hardy Festival Committee, or someone designated by the Oliver Hardy Festival Committee. ONLY VENDORS THAT CHECK “YES” WILL BE JUDGED. ONLY ONE WINNER PER YEAR. THE WINNER OF THE BOOTH CONTEST WILL HAVE THEIR VENDOR FEES FOR ONE SPACE FOR THE NEXT FESTIVAL WAIVED. THE WINNER CANNOT GIVE AWAY THEIR FREE SPACE AND THE FREE SPACE MUST BE USED FOR THE NEXT OLIVER HARDY FESTIVAL OR FORFEITED. The Harlem Museum and Welcome Center will contact all contestants after the festival has ended with who the winner is. The Laurel & Hardy booth contest must be themed based on a Laurel & Hardy movie. Bowler hats, neckties, bowties, and costumes are acceptable. If you would like any ideas for decorating, please contact the Harlem Museum and Welcome Center, the Home of the Laurel & Hardy Museum of Georgia.

Place your initials in each blank space before the agreement indicating you understand.

I agree to abide by all rules and regulations set forth by the City of Harlem for this event. I agree with the Oliver Hardy Festival Committee assigning the booth location. Any violation of these rules and regulations will result in termination of application and forfeiture of all paid fees.

All refund requests must be done before September 27, 2023. After September 27, 2023, the vendor must either use the booth or not set up the day of the festival. No refunds will be issued after this date.

I understand that my submission of application and payment that has been processed does NOT guarantee a space in the Oliver Hardy Festival. If several vendors of the same category applied before me then I will be issued a refund by the City of Harlem.

Vendor Signature ___________________________ Date ___________________________

Double-check that all information is on the vendor application. If a section of the printed application is cut off or unreadable, then the application and payment will be returned to you. 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
ATTN: Oliver Hardy Festival Steering Committee
P.O. Box 99
Harlem, GA 30814

APPLICATION DEADLINE IS FRIDAY SEPTEMBER 1, 2023, BY 5:00 PM