

Harlem City Hall
(706) 556-3448
320 North Louisville Street, Harlem, GA



The Harlem Museum and Welcome Center
(706) 556-0401
135 N. Louisville Street, Harlem, GA

VENDOR GUIDELINES & APPLICATION

35th ANNUAL OLIVER HARDY FESTIVAL

SATURDAY, OCTOBER 5, 2024

Downtown Harlem, Georgia

Event Hours: 9 am – 4 pm

THEMES ARE RETURNING THIS YEAR!

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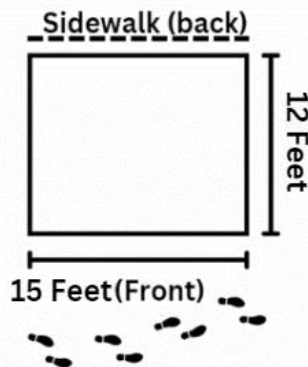
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Booth Fees:

<u>Harlem Business</u>	<u>\$0.00 for "one" space</u>
<u>Kids Zone</u>	<u>\$100.00</u>
<u>Vendor</u>	<u>\$150.00</u>
<u>Civic Vendor</u>	<u>\$50.00</u>
<u>Cottage Vendor</u>	<u>\$200.00 + \$50 Refundable Deposit</u>
<u>Food Vendor</u>	<u>\$250.00 + \$100.00 Refundable Deposit</u>

BOOTH SIZES ARE APPROXIMATELY 15' WIDTH x 12' DEEP AND WILL BE MARKED ACCORDINGLY. The 12' length is to make sure no one is blocking the parade route. This has happened in the past few years, so City Hall and the Oliver Hardy Festival Steering Committee has decided to return to the 12' x 15' space sizes. This is for safety reasons.

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. Harlem businesses **must** complete an application to secure their space, regardless of if they pay for another space or not. *Everyone completes an application.*

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***If your business falls within the blue area of the map above, then you qualify for one (1) single free space. The green line represents the parameters of the Oliver Hardy Festival.**

Kids Zone: Vendors that provide a large attraction or set up for children to enjoy the festival. Includes gem mining, petting zoo, bouncy houses, climbing attractions, etc. **Space is up to the city's discretion.**

Vendor: Includes any item(s) the vendor personally created or purchased – to include: hair bows, purses, paintings, sculptures, sketches, quilting, crochet and other sewn items, handcrafted jewelry, soap, candles, scrubs, lotion, other home décor, 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. **If you are not a Civic Group, not selling food, or providing the kids zone, then you will fall into this category. NO FOOD ITEMS PERMITTED FOR SALE IN THIS CATEGORY. Scentsy, Tupperware, AVON, etc., are limited to one vendor for each company. ADVERTISING VENDORS THAT GIVE AWAY WATER FOR FREE TO VISITORS CAN APPLY UNDER THIS CATEGORY!**

Civic Group: Includes churches, religious groups, Boy Scouts of America, Girl Scouts of America, political groups like the Democrats and Republicans, Sons/Daughters of Confederate Veterans/American Revolution, adult and children's sports leagues, high school/middle/elementary school groups (chorus, softball, baseball, basketball, football, cheer teams, drama clubs, etc.) **All civic groups are limited to ONE SPACE only per applicant and limited to only 10 different groups for this category for the festival, not including the businesses on the main street of the festival.**

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Duplicate groups will be denied entry. Political groups are allotted a single space per political party. No additional spaces will be permitted.

Cottage Vendor: This used to be called a SNACK VENDOR. This category is for vendors that need a COTTAGE LICENSE THROUGH THE DEPARTMENT OF HEALTH. This includes baked at-home goods or store-bought chips and drinks. Cottage 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.**

Food Vendor: Any vendor providing anything edible to patrons that cooks at the festival and needs a FOOD LICENSE. This includes 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. **If a food vendor uses a tent AND a truck, they are REQUIRED to sign up for TWO (2) spots! If your food truck is longer than the space requirements, then you need to pay for the number of spaces that your truck exceeds.** For example, if your food truck is 30' long, then you will need to pay for two (2) spaces plus the refundable deposit for both (2) spaces! **Food vendors MUST BE LICENSED in the State of Georgia. This is for either a food license OR the cottage license for baked goods. If needed, reach out to the Georgia Department of Health BEFORE YOU APPLY TO THE FESTIVAL for a temporary license.**

- **APPLICATION DEADLINE: FRIDAY, SEPTEMBER 6, 2024**
- **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, AGE RESTRICTED ITEMS, AND FLEA MARKET/YARD SALE ITEMS ARE STRICTLY PROHIBITED!**

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Submission of application and payment that has been processed does NOT guarantee a space in the Oliver Hardy Festival. You will be issues a refund if we have too many duplications of products.

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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 and is not ready for service by 8:50 am. 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 2024**.
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 Steering 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, go park your vehicle, then return to your vendor

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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. DO NOT insert stakes into the grass if placed on the library lawn. USE A BUCKET FILLED WITH SAND OR WATER.

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

16. Age restricted merchandise is not to be sold at the Oliver Hardy Festival. This includes but is not limited to alcohol, pornographic items, nicotine products, CBD products, weapons of any kind, etc.

17. No vendor is allowed to sell Laurel & Hardy-themed merchandise without prior approval from the Larry Harmon Picture Company (LHPC). **Laurel & Hardy are copyrighted. You must contact the LHPC for permission before use. The City of Harlem and the Oliver Hardy Festival Steering Committee are NOT RESPONSIBLE FOR VENDORS WHO CHOOSE TO VIOLATE COPYRIGHT LAWS.**

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SET UP:

FOOD VENDORS – May set up after 9 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 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

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35th ANNUAL OLIVER HARDY FESTIVAL APPLICATION
SATURDAY, OCTOBER 5, 2024
9 AM – 4 PM
2024 THEME: Laurel and Hardy's "The Chimp" (1932)

PLEASE CHECK TYPE OF VENDOR: (All fees are PER SPACE; each space is approximately 12'H x 15'W)

- HARLEM BUSINESS – ONE (1) FREE SPACE IN FRONT OF ONE (1) BUSINESS DOOR
- VENDOR - \$150
- KIDS ZONE VENDOR - \$100 (spaces are extremely limited)
- CIVIC GROUP - \$50
- COTTAGE VENDOR - \$200 AND \$50 REFUNDABLE DEPOSIT
Total on the check should be \$250.00 PER SPACE
- FOOD VENDOR - \$250 AND \$100 REFUNDABLE DEPOSIT (12'H by 15'W space size)
Total on the check should be \$350.00 PER SPACE

*** Food Vendors may be limited based on menu repetitiveness ***

***There are no advertisement vendors this year. If you would like to set up a booth to show off your business without selling anything, then you will need to sponsor the festival to secure a space. Ask the museum staff for more information on sponsorships. ***

***** MUST INCLUDE PICTURES OF YOUR FOOD/CRAFT AND SET UP – IF PICTURES OF SET UP AND/OR MERCHANDISE TO BE SOLD ARE NOT INCLUDED WITH THE APPLICATION THEN YOU WILL BE DENIED ENTRY*****

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. *

VENDOR NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: _____ **EMAIL (REQUIRED)** _____

*****ALL VENDORS MUST HAVE A RELIABLE EMAIL ADDRESS.*****

ITEMS TO BE SOLD:

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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: ALL VENDOR TYPES CAN PARTICIPATE THIS YEAR. 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 6, 2024. After **September 6, 2024**, 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 not liking a location assignment is not a valid excuse to withdraw.

___ 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 if I choose to not be on the waiting list.

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 6, 2024, BY 5:00 PM**