

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

## **FOOD & COTTAGE**

## **VENDOR GUIDELINES & APPLICATION**

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

**SATURDAY, OCTOBER 4, 2025**

**Downtown Harlem, Georgia**

**Event Hours: 9 am – 3 pm**

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**Booth Fees:**

**Harlem Business**

**\$0.00 for "one" space per business license**

**Food Vendor**

**\$300.00 AND \$100 REFUNDABLE DEPOSIT**

**TOTAL PAYMENT IS \$400 PER SPACE**

**Cottage Vendor**

**\$200.00 AND \$50 REFUNDABLE DEPOSIT**

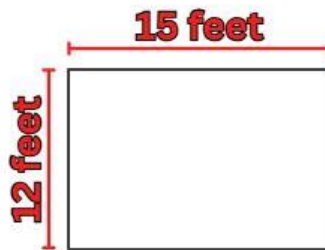
**TOTAL PAYMENT IS \$250 PER SPACE**

**Additional space for FOOD TRUCKS is: \$20 per foot**

**Additional space for COTTAGE TRUCKS is: \$13.50 per foot**

**BOOTH SIZES ARE APPROXIMATELY 15' WIDTH x 12' LENGTH 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.**



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## 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 Steering 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. **We MUST have a copy of your application to save your space by the submission deadline.**

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### Food Vendor

Any vendor selling anything edible to patrons that is cooked and/or prepared at the event. This includes using any type of cooking appliance (grills, fryers, double cookers for boiling with propane).

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**! A SPECIAL REQUEST FOR ALL VENDORS SELLING BEVERAGES: We are pleased to announce that Augusta Coca-Cola Bottling Co. United, Inc. is one of our valued sponsors. We kindly encourage all vendors to offer Coca-Cola beverages and refrain from selling competitor products. !**

***If you need to purchase your products from Augusta Coca-Cola Bottling Co. United, Inc., please reach out to:***

***Doug Downing – (706)564-7283  
Randy Lewis – (706) 726-7158***

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**If a food vendor uses a tent AND a truck, they are REQUIRED to sign up for the first space and then pay for the additional footage that their truck exceeds! The pay per foot is enacted to help vendors avoid having to pay for an extra full 12' by 15' space.**

For example, if your food truck is 20' long, then you will need to pay for the first space and the additional 5' of space. The total payment would be \$300 for the initial space, \$100 for the extra 5', and the \$100 refundable deposit equaling \$500.

**The vehicle's hitch ball and coupler must be within your space or the extra payment for the exceeding space will be required.**

**Food vendors MUST BE LICENSED in the State of Georgia. This is for either a food license OR the cottage license for homemade goods. If needed, reach out to the Georgia Department of Health BEFORE YOU APPLY TO THE FESTIVAL for a temporary license.**

#### *Georgia Department of Health Contact Information*

East Central Health District 6  
Columbia County Health Department  
1930 William Few Pkwy /Grovetown, GA 30813  
Office: 706-447-7687 / Fax: 706-868-3336

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**EXAMPLE FOOD VENDOR PRODUCTS:**

- Funnel Cakes or anything fried.
- Fast Food: Burgers, tenders, tacos, pizza, etc.
- Ethnic and Gourmet Foods: Korean, Mexican, Irish, fusion cuisines, etc.
- Seafood
- Barbecue: Ribs, pulled pork, chicken, brisket, etc.
- Salads
- Street Foods: banh mi, street tacos, kebabs, etc.
- Grilled Cheese, pitas, empanadas, pretzels, sandwiches, subs, etc.
- Soups, Stews, macaroni and cheese, and Chowders
- Corn dogs, sausage dogs, hot dog

**A copy of your approved 2025 State of Georgia Department of Health food license must be included with your application for the application to be considered complete!**

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### Cottage Vendor

This category is for vendors that need a **COTTAGE LICENSE THROUGH THE GEORGIA DEPARTMENT OF HEALTH**. A cottage vendor is a person or business who sells goods produced from their home, typically small-scale handcrafted items like baked goods, jams, crafts, or other non-perishable food products.

#### EXAMPLE PRODUCTS:

- Loaf Breads, Rolls, and Biscuits
- Cakes
- Pastries and Cookies
- Candies and Confections
- Fruit Pies
- Jams, Jellies, and Preserves
- Dried Fruits
- Dry Herbs, Seasonings and Mixtures
- Cereals, Trail Mixes, and Granola
- Coated or Uncoated Nuts
- Vinegar and Flavored Vinegar
- Popcorn, Popcorn Balls, and Cotton Candy

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**If you need to purchase your products from Augusta Coca-Cola Bottling Co. United, Inc., please reach out to:**

**Doug Downing – (706)564-7283  
Randy Lewis – (706) 726-7158**

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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.

#### *Georgia Department of Health Contact Information*

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**If a Cottage vendor uses a tent AND a truck, they are REQUIRED to sign up for the first space and then pay for the additional feet that their truck exceeds! The pay per foot is enacted to help vendors avoid having to pay for an extra full 12' by 15' space.**

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For example, if your Cottage truck is 17' long, then you will need to pay for the first space and the additional 2' of space. The total payment would be \$200 for the initial space, \$27 (\$13.50 per foot) for the extra 2', and the \$50 refundable deposit equaling \$277. This will save *YOU* the cost of the extra refundable deposit and booth space that would have cost \$500 for the two spaces.

**The vehicle's hitch ball and coupler must be within your space or the extra payment for the exceeding space will be required.**

**A copy of your approved 2025 State of Georgia cottage license must be included with your application for the application to be considered complete!**

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### IMPORTANT INFORMATION

- A. **Application Deadline: Friday, September 5, 2025.** Please note: Applications may close earlier if capacity is reached due to high volume of submissions.
- B. **VENDOR LOCATIONS WILL ONLY BE ASSIGNED ONCE APPLICATION DEADLINE PASSES & ALL FEES ARE RECEIVED. NO LOCATION REQUESTS WILL BE ACCOMMODATED BUT WILL BE TAKEN INTO CONSIDERATION.**
- C. **VENDORS WILL BE NO LONGER BE ACCEPTED ON A FIRST COME – FIRST SERVE BASIS.**
  - **The original “first come, first serve” policy caused confusion, so in order to keep things simple, vendors will be assigned areas based on location and not a number this year! For example, if a vendor requests to be placed in the section in front of the Columbia Theatre, there will be no number. Whichever vendor arrives first will get the space closest to the traffic light. If anyone needs clarification on how this will work PLEASE reach out for clarification. The museum staff are happy to assist you! If you were a food vendor on Verdery Street, this is the SAME PROCESS you have followed in past years.**
- D. **CASH, CHECKS AND MONEY ORDERS ARE ACCEPTED.**
- E. **VENDORS NEED TO PAY IN FULL WITH THEIR COMPLETED APPLICATION IN ORDER TO APPLY. JUST BECAUSE A VENDOR HAS APPLIED IT DOES NOT GUARANTEE A SPACE. IF DENIED ENTRY AFTER REVIEW FOR DUPLICATION OF PRODUCTS OR ANOTHER REASON DEEMED NECESSARY BY THE OLIVER HARDY FESTIVAL STEERING COMMITTEE, THEN YOU CAN BE ADDED TO THE WAITLIST.**

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!**

Submission of application and payment that has been processed does NOT guarantee a space in the Oliver Hardy Festival. See “E” above under “IMPORTANT INFORMATION.”



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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.**
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. Checks should be made payable to the **CITY OF HARLEM & 'MEMO' OLIVER HARDY FESTIVAL 2025. BOOTH FEES ARE NON-REFUNDABLE; we will do a refund for a request prior to September 5, 2025 with a 25% administrative fee reduction**, as we cannot control a hurricane, lighting or possible tornadoes. In the event of inclement weather and/or a natural disaster and a decision is made by the City of Harlem to cancel the Festival consideration may be given in the issuance of a refund.
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  
G-1, 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.

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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 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 sales.

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

12. Harlem Public Safety Personnel, 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. Please, be careful with how you "nickname" your products.**

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**SET UP:**

**ALL 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 3:00 pm until 5:45 pm. We encourage you to “pre-close” starting between 2:30 pm and 3:00 pm the festival, if possible. By “pre-close” we mean that you can start putting items away into storage containers while simultaneously working with your customers. This will make breakdown go smoother. **VEHICLES ARE NOT PERMITTED IN THE FESTIVAL AREA BEFORE 3:00 PM!** 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 at that time, **but NOT BEFORE THE ANNOUNCEMENT. The Harlem Police Department** 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 ban from participating in future City of Harlem, Georgia events.**

If you have any questions please contact:

Meghan Foster, Harlem Museum and Welcome Center Director or one of the museum staff members

Ms. Meghan Foster: [mfooster@harlemga.org](mailto:mfooster@harlemga.org)

Mrs. Sina Trotman: [strotman@harlemga.org](mailto:strotman@harlemga.org)

Mr. Aaron Hayes: [ahayes@harlemga.org](mailto:ahayes@harlemga.org)

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HAL ROACH presents  
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For Staff Use Only:

**36th OLIVER HARDY FESTIVAL FOOD AND COTTAGE VENDOR APPLICATION**  
**SATURDAY, OCTOBER 4, 2025**  
**9 AM – 3 PM**  
**2025 THEME: Laurel & Hardy's "The Chimp" (1932)**

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

- ☐ **HARLEM BUSINESS – ONE (1) FREE SPACE IN FRONT OF ONE (1) BUSINESS DOOR**  
☐ **FOOD - \$300.00 per 12x15 space**  
☐ **COTTAGE - \$200 per 12x15 space**

\*\*\*There are no advertisement vendors. If you would like to set up a booth to advertise 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. \*\*\*

"The "first come, first serve" no longer applies regarding to vendor numbers as the policy caused too much confusion. The policy has changed to the following: the accepted vendor will be assigned a LOCATION, whichever vendor arrives first either chooses a space or will be asked to set up in a specific space at the festival. IF YOU WERE A FOOD VENDOR AT PAST FESTIVALS, THIS IS THE EXACT SAME PROCESS AS BEFORE, EXCEPT IT NOW APPLIES TO ALL VENDORS.

**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 (BUSINESS OWNER): \_\_\_\_\_**  
**NAME OF YOUR BUSINESS IF APPLICABLE: \_\_\_\_\_**  
**ADDRESS: \_\_\_\_\_**  
**CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_**  
**TELEPHONE: \_\_\_\_\_**

**EMAIL (REQUIRED)**  
**ALL VENDORS MUST HAVE A RELIABLE EMAIL ADDRESS.\*\*\***

**ITEMS TO BE SOLD**

**LAUREL & HARDY BOOTH DESIGN CONTEST**

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

Laurel & Hardy booth contest applies to all vendors. The Laurel & Hardy-themed booth contest will be judged by the Oliver Hardy Festival Steering Committee, or someone designated by the Oliver Hardy Festival Steering 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 BE FORFEITED. The Harlem Museum and Welcome Center will contact all contestants after the festival has ended with who the winner is.**

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The Laurel & Hardy booth contest must be themed based on the Laurel & Hardy movie, "The Chimp" (1932).

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Bowler hats, neckties, bowties, circus decorations, 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 5, 2025.** Refund requests received prior to September 5, 2025, may receive a refund minus a 25% administrative fee; there will be no refunds after September 5, 2025. 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 (Business Owner) PRINTED Name \_\_\_\_\_  
Vendor (Business Owner) Signature \_\_\_\_\_  
Date Signed \_\_\_\_\_

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**\*\*\*REMEMBER TO INCLUDE A COPY OF YOUR COTTAGE OR FOOD LICENSE WITH YOUR APPLICATION! YOUR BUSINESS WILL NOT BE APPROVED WITHOUT THE LICENSE, MENU, OR APPLICABLE PICTURES!\*\*\***

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**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, 2025, BY 5:00 PM**