

City of Harlem, Georgia
2026 Holiday Market
Vendor Application & Guidelines
Saturday, December 12, 2026 • Downtown Harlem, Georgia • 10:30 AM – 4:30 PM
Vendor Categories & Fees (per 12' x 15' space)

Vendor Type	Space Price	Amount of spaces at this event	Description
Arts & Crafts	\$50.00	15	Artwork made by the vendor; includes, but is not limited to: drawings, paintings, pottery, wood carving, etc.
Resell	\$75.00	4	Vendors reselling merchandise.
Attraction	\$75.00	2	Vendors providing large-scale attractions; Certificate of Insurance required for all attractions
Non-Profits	\$50.00	5	Non-Profits only; Limited spaces available; priority to youth groups
Sponsors	Minimum \$500	2	Sponsors supporting the event.
Food	\$100 + \$50 Refundable Deposit Total Payment: \$150.00	5	Vendors cooking at the event or any vendor that is required to have a Columbia County Food License; Fee is per truck, not truck size. Food vendors go into food courts.
Snack	\$75 + \$50 Refundable Deposit Total Payment: \$125.00	4	This category is for vendors that sell snacks and specialty drinks at events. All applicable licenses are required. Snack Vendors are Tent Only.

Summary of Event Guidelines, Stipulations, and Rules

Spaces fill quickly! Vendors have a better chance of securing a spot by applying early—so don't wait.

Vendors must provide their own tent, tables, chairs, and supplies. Electricity and water are not provided. All booths must be set up by the designated time, remain open during event hours, and stay within assigned spaces. Vehicles must be removed from vendor areas before the event begins. **One booth per vendor.**

Vendors are responsible for their booth, products, and equipment. The City of Harlem is not liable for loss, damage, or theft. All vendors must follow instructions from event staff and public safety officials. Failure to follow guidelines may result in removal or disqualification from future events.

ALL VENDORS – May set up from 8:00 am until 10:30 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 of your space will be from 4:30 pm until 5:00 pm. We encourage you to “pre-close” later in the festival, as possible.

All items sold must be family-friendly. Prohibited items include alcohol, nicotine/CBD products, weapons, and inappropriate materials. All copyrighted materials must have written permission to be sold from the copyright holder(s) and must be included with submission of your vendor application.

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 are deemed inappropriate for the event.

Food vendors must follow all health regulations and properly dispose of grease and wastewater. Vendors are responsible for collecting and remitting Georgia sales tax. Booth fees are non-refundable unless otherwise approved.

For more information on the City of Harlem Vendor Rules & Guidelines, please refer to:

<https://harlemmuseumandwelcomecenter.com/vendor-information>

Scan this QR Code with your phone to read all of the event rules:



Vendor Information

Applications are considered complete only after *all required information and documents have been received* from the vendor. Submission of an incomplete application does not establish the completion date.

Vendor/Business Name: _____
Contact Person/Business Owner: _____
Phone (Required): _____
Mailing Address (Required): _____
State: _____ Zip Code: _____
Email (Required): _____
Items to be Sold: _____
Food Truck Length: _____
Vendor Type (choose from Page 1): _____
Fee Enclosed: \$ _____ (includes refundable deposit, if applicable)

Before you submit your application, please initial below if you have everything included with your application:

- ___ Images of your products
 - ___ Images or sketch of your proposed tent set up
 - ___ Vendor information above is completed and you have double-checked that your email address and phone number are written correctly
 - ___ You have read and understood the rules summary on the first page of this document and the full list of rules and guidelines listed on the Harlem Museum and Welcome Center's website (URL is at the bottom of both pages. QR Code for easier accessibility is on the first page.) A hardcopy is available upon request.
- Food, Snack, and Attraction Vendors Only:
- ___ You have included a copy of your current Columbia County Department of Health permit, Indemnification Waiver, and/or liability documents.

Signature: _____ Date: _____

Mail application and payment to:

City of Harlem – Museum Department
P.O. Box 99, Harlem, GA 30814

Questions?

Contact Harlem Museum & Welcome Center at (706) 556-0401 or one of the museum staff at the following emails: mfoster@harlemga.org; strotman@harlemga.org; iwashburn@harlemga.org

Deadline to submit a completed application: Tuesday, November 24, 2026, by 4:00 PM

The City of Harlem, Georgia upholds the right to change these rules and stipulations at any time.

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