



Christmas in Harlem 2024  
**VENDOR MARKET GUIDELINES & APPLICATION**  
Saturday, December 14<sup>th</sup>, 2024  
Downtown Harlem, Georgia  
Vendor Event Hours: 11 am – 5 pm  
Twilight Parade and Tree Lighting Ceremony Hours: 6 pm until 10 pm

Booth Fees

Vendor Booths: \$50.00

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

BOOTH SIZES ARE 12' X 15'

***FEES ARE BASED ON \*EACH\* 12' X 15' SPACE***

- Application DEADLINE: **Tuesday, November 26, 2024**. The City of Harlem reserves the right to close applicants early if there is a surplus of applicants.
- VENDOR LOCATIONS WILL ONLY BE ASSIGNED ONCE APPLICATION AND FEE ARE RECEIVED.
- VENDORS WILL BE ACCEPTED ON A FIRST-COME, FIRST-SERVE BASIS
- CASH, CHECKS, AND MONEY ORDERS ARE ACCEPTED.
- We are looking for vendors that are selling Christmas gifts for last minute shoppers and/or fun interactives for children to do before the Twilight Parade and Tree Lighting Ceremony. Gift wrapping stations, mini games, etcetera are permitted at this event.

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 and Civic Groups are limited to ONE SPACE PER ORGANIZATION.
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 Events Coordinator.
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 VENDOR MARKET 2024.**
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. Do NOT throw your garbage in the dumpster behind Monte Olivo.
8. 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.

9. Booths must be always staffed and “open for business” during operating hours. No exhibitor should leave the venue prior to the end of the event without prior approval or notifying the event director.



10. 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.
11. **All tents must be free-standing. DO NOT anchor tents by drilling through the asphalt or cement or by staking them into the grass. The Library Plaza has water lines and sprinkler systems in the ground that will get damaged if stakes are inserted into the grass.**
12. The City of Harlem will not accept responsibility for lost or stolen items, nor loss of profit due to sales.
13. Vendors must cease all sales and begin to dismantle their exhibit promptly at the end of the event. We recommend starting dismantling your set up by 4 pm.
14. 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.

**Vendors may begin setting up NO EARLIER than 9am.**

If you have any questions, please contact:  
Meghan Foster, Museum Director or a Harlem Museum employee  
mfoster@harlemga.org  
(706) 556-0401



**2024 CHRISTMAS IN HARLEM VENDOR APPLICATION  
SATURDAY, DECEMBER 14TH, 2024  
11 AM – 5 PM**

**Booth Fees:**

Vendor Booths - \$50.00

Food Vendors - \$100.00

BOOTH SIZES ARE 12' x 15'

NUMBER OF BOOTHS TO BE RESERVED: \_\_\_\_\_ TRAILER SIZE: \_\_\_\_\_

MAKE AND MODEL OF TRAILER: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS/VENDOR OWNER: \_\_\_\_\_

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 AN EMAIL TO THE MUSEUM DIRECTOR/EVENTS COORDINATOR. Incomplete applications WILL BE DENIED.***

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

**MERCHANDISE TO BE SOLD AND/OR CHILDREN'S ACTIVITY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 (Exhibitor name, not the business name)                      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 26, 2024, BY 4:00 PM**