

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

36th ANNUAL OLIVER HARDY FESTIVAL

SATURDAY, OCTOBER 4, 2025

Downtown Harlem, Georgia

Event Hours: 9 am – 3 pm

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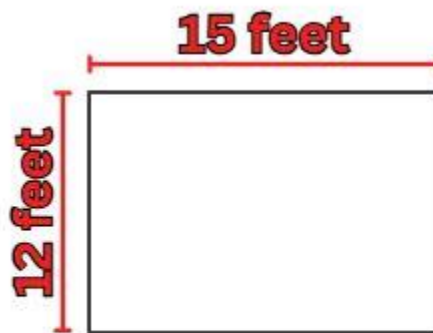
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Booth Fees:

<u>Harlem Business</u>	<u>\$0.00 for "one" space per business license</u>
<u>Kids Zone/Fun</u>	<u>\$100.00</u>
<u>Vendor</u>	<u>\$100.00</u>
<u>Civic</u>	<u>\$50.00</u>

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 CATEGORY INFORMATION

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*

Harlem Businesses

The Harlem Business category is for businesses in Harlem, Georgia along North Louisville Street within the festival area. 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 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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Kids Zone/ Vendor

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

All Kids Zones and “fun” Vendors must have liability insurance. The City of Harlem, Georgia and the Oliver Hardy Festival Steering Committee are not responsible for injuries caused by your attractions.

A copy of your insurance paperwork proving your business is covered needs to be included with your application. Your application will not be processed without it.

Kid Zone/Fun Vendor Examples:

- | | |
|---|----------------------------|
| A. Petting Zoos | F. Pickleball |
| B. Small-scale carnival-type games | G. Ice Skating |
| C. Bouncy Houses | H. Roller Skating |
| D. Pony Rides | I. Trampoline Parks |
| E. Bull-Riding | J. Mini Golf |

Vendors selling items primarily for children are not classified as a Kids Zone Vendor unless their setup is integrated into that attraction. However, those offering children's products will generally be placed near the designated Kids Zone, but not always.

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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, wood work, 3D-printed items, vinyl cutouts, etc.

HANDCRAFTED WORK TAKES PRIORITY OVER BUY/SELL VENDORS. If you are not a Civic Group/non-profit, not selling food, or providing the kids zone, then you will fall into this category.

NO FOOD ITEMS PERMITTED FOR SALE IN THIS CATEGORY UNLESS THEY DO NOT FALL UNDER COTTAGE OR FOOD LICENSE GUIDELINES PER THE STATE OF GEORGIA'S DEPARTMENT OF PUBLIC HEALTH.

Buy/sell vendors like Scentsy, Tupperware, AVON, etc., are limited to one vendor for each company.

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Civic Groups

Includes non-profit organizations, religious groups, Boy Scouts of America, Girl Scouts of America, political groups like the Democrats and Republicans, Sons/Daughters of Confederate Veterans/American Revolution, NAACP, adult and children's sports leagues, high school/middle/elementary school groups (chorus, softball, baseball, basketball, football, cheer teams, drama clubs, etc.) FRATERNAL, SORORAL AND "MEMBERSHIP ORGANIZATIONS" ARE INCLUDED IN THIS CATEGORY. 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.

Another option for civic vendors that are not able to participate with a vendor booth at the festival is the Oliver Hardy Festival Parade – this is a fun way to showcase your group's civic work!

CHILDREN/YOUTH GROUPS TAKE PRIORITY OVER ADULT GROUPS.

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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. RETURNING VENDORS TAKE PRIORITY.**
- 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! HOWEVER – Harlem Businesses and specific vendors that need a specific location due to safety concerns will be listed with their BUSINESS NAME that is listed on their application!**
- D. **CASH, CHECKS AND MONEY ORDERS ARE ACCEPTED.**
- E. **VENDORS NEED TO PAY IN FULL WITH THEIR COMPLETED APPLICATION IN ORDER TO APPLY. IF DENIED ENTRY AFTER REVIEW FOR DUPLICATION OF PRODUCTS OR ANOTHER REASON DEEMED NECESSARY BY THE OLIVER HARDY FESTIVAL STEERING COMMITTEE, THEN THE VENDOR WILL BE ISSUED A FULL REFUND BY HARLEM CITY HALL.**

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 the COMPLETE 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.
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.

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 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.** **The Harlem Museum and Welcome Center is the *only* location approved to sell Laurel & Hardy-themed merchandise.**

A. If you would like to sell merchandise that fits the theme of the festival and *hints* to Laurel & Hardy without having to reach out to LHPC, you can sell items like bowler hats, neck ties, bowties, or, based on this year's festival's theme, "The Chimp," Circus-themed and hotel/bed & breakfast-themed items can be sold.

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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, 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:

The Harlem Museum and Welcome Center Staff Members:
Director and Events Coordinator, Meghan Foster: mfoster@harlemga.org
Museum and Events Assistant, Sina Trotman: strotman@harlemga.org
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For Staff Use Only:

36th OLIVER HARDY FESTIVAL 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 PER BUSINESS LICENSE
☐ VENDOR - \$100
☐ KIDS ZONE VENDOR - \$100
☐ CIVIC GROUP - \$50

***There are no advertisement vendors since we are focusing on the arts. 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. ***

Vendors will be not assigned spaces by the Oliver Hardy Festival Committee on a first come, first served basis.

"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.

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: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: () - _____ EMAIL (REQUIRED) _____

ALL VENDORS MUST HAVE A RELIABLE EMAIL AND MAILING ADDRESS. IT IS YOUR RESPONSIBILITY TO UPDATE US IF THIS INFORMATION CHANGES.***

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 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.**

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

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 does NOT guarantee a space in the Oliver Hardy Festival. I understand that applications are vetted before approval. If several vendors of the same category applied before me then I will have the choice to be on the waiting list.

Vendor (Business Owner) PRINTED Name _____
Vendor (Business Owner) Signature _____
Date Signed _____

*****REMEMBER TO INCLUDE A PHOTOGRAPH OF YOUR TENT SETUP AND/OR YOUR MERCHANDISE WITH YOUR APPLICATION! YOUR BUSINESS WILL NOT BE APPROVED WITHOUT THE PICTURES! *****

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

