



Christmas in Harlem 2025
VENDOR MARKET GUIDELINES & APPLICATION
 Saturday, December 13th, 2025
 Downtown Harlem, Georgia
 Vendor Event Hours: 11 am – 5 pm

Booth Fees

Vendor Type	Price	Available Space	Required Documents
Artist	\$50.00	Maximum of 2 spaces per Artist*	Pictures of Product and Set Up; Completed Application
Civic/Non-Profit	\$50.00	Maximum of 1 space per Civic/Non-Profit Group*	Pictures of Product and Set Up; Completed Application
Food – Trucks	\$100 + \$50 Refundable Deposit	1 Food Truck per Business Owner*	Pictures of Product, Menu, Truck, Approval from Columbia County Health Department; Completed Application
Snacks	\$75 + \$50 Refundable Deposit	Maximum of 1 space per Snack Vendor- No Trucks*	Pictures of Product, Menu, Truck, Approval from Columbia County Health Department; Completed Application
Kids Area	\$75.00	Up to 2 spaces available; space use TBD before approval	Pictures of Attraction, Certificate of Liability; Completed Application

Space Sizes – 12' by 15'
 Food & Snack Vendors – Priced Per Truck/Tent
 *Subject to availability



- Application DEADLINE: **Tuesday, November 25, 2025**. The City of Harlem reserves the right to close applicants early if there is a surplus of applicants.
- Vendors will receive their assignment number when the vendor packet is released and not upon request.
 - Approved vendors will receive their Vendor Packet in the beginning of December 2025.
 - The Vendor Packet includes the festival map, recommended parking locations, and important information about the event, including set-up and break-down requirements.
- 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. Gift wrapping stations, mini games, etcetera are permitted at this event.
- Approved Vendors will be emailed with a confirmation. No approval will be given over the phone or in-person; email confirmation takes precedence.

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. 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 2025**.
3. 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.
4. 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.
5. **All tents must be free-standing.**



6. The City of Harlem will not accept responsibility for lost or stolen items, nor loss of profit due to sales.
7. Police, Fire, and Code Enforcement Personnel have the authority to uphold all rules and regulations.
8. The vendor is solely responsible for the safety, security, and condition of their products, booth, and equipment during the event, including during set-up and tear-down. The City of Harlem, Georgia is not responsible for any theft, loss, damage, or destruction of the vendor's property.

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



2025 CHRISTMAS IN HARLEM VENDOR APPLICATION
SATURDAY, DECEMBER 13TH, 2025
11 AM – 5 PM

BOOTH SIZES ARE 12' x 15'

Vendor Type

Artist ☐ **Snacks** ☐
Civic/Non-Profit ☐ **Kids Area** ☐
Food Truck ☐

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.

MERCHANDISE TO BE SOLD AND/OR KID'S ZONE ATTRACTION:

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.

Signature (Exhibitor's name, not the business name) Date Vendor

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 25, 2025, BY 4:00 PM**

FOR OFFICE USE ONLY
Completed Application ☐
Payment & Deposit ☐
Pictures Received ☐
Health Department ☐
Certificate of Liability ☐
