

**OFFICIAL APPLICATION
2011 Harlem Christmas Festival
December 10, 2011**

Name _____

Address _____

City _____ State _____

Zip _____

Phone (_____) _____

Description of Craft _____

Check if using the following:

Tent _____

Trailer _____

Grill / Cooker _____

Generator _____

Craft Vendor _____ Food Vendor _____

Number of Booths _____

Amount Enclosed _____

Special Requests _____

Office Use Only:

Date: _____

Booth #: _____

APPLICATIONS

***CHRISTMAS IN THE
HEART OF
DOWNTOWN HARLEM***

The application must be completed and returned by November 28th along with the signed acknowledgement of vendor rules and guidelines. No applications will be accepted after this date. **NO REFUNDS.**

The application must be accompanied by the entry fee and a description of your craft or exhibit. A complete menu must be submitted by food vendors.

SPACES:

Craft space: \$35.00
10'x10'

Food space: \$35.00
10'x10'

MAKE CHECKS PAYABLE TO:
City of Harlem
P.O. Box 99, Harlem, GA 30814

**WE APPRECIATE YOUR PARTICIPATION
AT THE FESTIVAL & HOPE YOU FIND IT
ENJOYABLE!**

Two weeks prior to the festival you will receive notification of your space number and location.

RULES & REGULATIONS

All tables, chairs, tents, etc. must be provided by the exhibitor. Tents and canopies can be used; no larger than 10'x 10'. Please let us know if you will be using the following by placing a check on the application: Tent, Trailer, Grill or Generator.

- No cans of string, stink bombs or poppers.**
- NO WEAPON SALES**
- No Flea Market/ Yard Sale items**

All booths must be set-up and All vehicles must be removed from festival area by 8:45am. Booths must be ready for business at 10:00am and must remain open until 3:00pm (rain or shine). Remove all garbage / trash!

Leave us like you found us!

Electricity and Water is not available to exhibitors.

No Pets Allowed at the Festival

The City of Harlem, the festival committee members and/or anyone affiliated with the festival will not be held responsible for any damage, loss or injury during this public event.

CHRISTMAS IN THE HEART OF DOWNTOWN HARLEM

December 10, 2011

VENDOR RULES & GUIDELINES

1. Applications must be postmarked by application deadline – November 28, 2011. No applications will be accepted after this date.
2. No refunds, no exceptions. Fees paid may not be applied to a future event.
3. The Festival Committee reserves the right to limit the number of similar type vendors.
4. All vendors are responsible for their own liability insurance and must provide a certificate upon request of the Festival Committee.
5. All vendors should not exceed the boundaries of their assigned spaces which are 10' x 10' each. Vendors needing additional space will be expected to reserve two (or more) spaces as needed. Canopies and tents **MUST** be totally contained within the assigned space. Staking of tents is prohibited. **Vendors using trailers need to measure their length from the furthest point on each end, including the trailer hitch.**
6. All vendors are responsible for clean up and trash removal from their spaces. A \$50 fine will be issued by the Harlem Department of Public Safety for any debris left in your space.
7. All vendors must have vehicles unloaded into their space and vehicles removed from the Festival area by 8:45am. Booths must be ready for business at 10:00am and must remain open until 3:00pm.
8. Electricity and water is not available to vendors.
9. Parking or driving on sidewalks is prohibited. Violators will be fined by Harlem Dept. of Public Safety.

ADDITIONAL RULES & GUIDELINES FOR FOOD VENDORS

10. If using a trailer, food vendors must purchase a minimum of 2 spaces. **NO TRAILERS WILL FIT INTO ONLY ONE 10' X 10' SPACE.**
11. All food vendors must provide a complete list of food items and beverages for sale. Vendors agree to sell only those items listed on the original application.
12. The Festival Committee reserves the right to place food vendors on the Festival grounds according to a master plan. This may include designated areas for food vendors.
13. All food vendors are **REQUIRED** to place a protective layer, such as plywood, underneath any grills, cookers, deep fryers, etc.
14. All food vendors are **REQUIRED** to pay a \$50.00 deposit, refundable within two weeks of the festival, providing the spaces rented are cleaned and spot free.

*****ATTENTION ALL VENDORS*****

IF USING A GENERATOR, THE NOISE LIMIT MAY NOT EXCEED 60 DB AT 50' FROM THE SOURCE.

In submitting this application, I agree to abide by the rules and conditions governing the Festival as stated above, and hereby declare that all items to be sold are listed within. I agree to hold the City of Harlem, the Festival, and their officers, agents or employees, harmless for any resulting loss or damage occurring to any person(s) or property.

Applicant's Signature

Date

FOOD VENDORS ONLY

MENU SUBMISSION

Select a category below that best describes your menu classification:

___ American

___ BBQ

___ Cajun

___ German

___ Italian

___ Sweets

___ Seafood

___ Greek

___ Frozen Drinks

___ Asian

___ Mexican

___ Other

Below, please list your proposed items for sale. Please be specific.

We reserve the right to ask you to adjust your items to reduce duplication at the Festival.

PLEASE ENCLOSE YOUR \$50 REFUNDABLE DEPOSIT

IN ORDER TO ENSURE THAT OUR NEW SIDEWALKS AND BRICK PAVERS ARE PROPERLY CARED FOR DURING THE FESTIVAL, WE ARE NOW REQUIRING A \$50 DEPOSIT FROM ALL FOOD VENDORS. THIS DEPOSIT WILL BE RETURNED TO VENDORS WITHIN TWO WEEKS AFTER THE FESTIVAL HAS ENDED; PROVIDED THAT THE VENDOR HAS SATISFACTORILY CLEANED ALL SPILLS, GREASE, ETC. FROM HIS/HER SPACE.

- INCLUDE A SEPARATE \$50 CHECK ALONG WITH A SELF ADDRESSED STAMPED ENVELOPE FOR YOUR RETURNED DEPOSIT

APPLICATION DEADLINE IS NOVEMBER 28, 2011.