



### **Guidelines & Information**

Thank you for choosing to exhibit at the Prater's Mill Country Fair at the historic Prater's Mill. You will find all the guidelines, maps and payment options at [pratersmill.org/fair/exhibitor/current/](http://pratersmill.org/fair/exhibitor/current/). You will need Adobe Acrobat reader.

**Remember** all crafts must be handmade of natural materials by you. NO PLASTIC of any kind. We encourage you to demonstrate and will assist you with special needs. You have been juried and approved to bring the items described below. If you wish to add other items in your booth you must contact the office before September 25 and go through the jury committee to have additional items for sale. There is no application fee to be re-juried.

**Check In** is Friday from 9am - 7pm (Mill Porch) and Saturday 7 - 9am (Main Entrance Drive). If you arrive at night, you may gain access to the area, there will be a guard at the main entrance drive between 7pm Friday and 7am Saturday. The guard will not have access to your booth information so check in before 7pm Friday is highly recommended. The gates will be locked at night and you must see the guard to enter or to exit the property on either side. Photo ID may be required. Please make sure to Check In BEFORE setting up as there may be last minute changes with your booth.

**Set Up** starts Friday at 9:00 am . Please be set up by 8:00am on Saturday Morning as we have shoppers in at that time. All vehicles must be out of the exhibit area by 8:30 am. Early set up is allowed on Thursday; however, security will only be provided between 9am Friday - noon on Monday. Space is 15x15. Tables or other supplies are not furnished by us. Tents cannot exceed 12'x12'. Oversized tents will incur additional fees. Funeral tents are not allowed. Make sure to secure your tent. We prefer the use of weights. The ground is hard and full of gravel, plastic tent stakes will not work. If you choose to tie off your tent, bring extra long metal stakes and a heavy hammer. Electrical lines buried underground, be careful driving tent stakes!

**How Do I Find My Booth?** The corners of the booths are marked on the ground in orange paint. On the enclosed map your number is highlighted. This should give you an approximate location. We recommend you Check In BEFORE setting up at the front porch of the Mill. We can assist you locating the boundaries of your space.

**The Fair** is held rain or shine. No refunds in the event of rain. If you must cancel we will refund your booth fee if we are notified on or before September 25th. To cancel use the on line cancellation form at [pratersmill.org/fair/exhibitor/cancel/](http://pratersmill.org/fair/exhibitor/cancel/). There is a \$35 cancellation fee. If we don't receive a cancellation, you will be marked as a 'no show' and not invited back.

**Show Hours** are from 9am-6pm Saturday and from 9am-5pm Sunday. You are required to attend all day both days.

**Power.** Our electricity is limited. No more than 20 amps per booth. Many booths must share 20 amps. Please be aware we may not have enough amps available to run everything you want to have. You may have to coordinate usage with your neighbor or bring a quiet generator.

**Local Sales Tax** is 7% and is collected at the exit on Sunday night by Prater's Mill Staff and turned in on your behalf. If you have your own number then, no worries, just bypass the bucket and do your own thing.

**Free camping** is available to exhibitors. No hookups. Fresh water is available at pump house by Prater's Store and hand washing station by port-o-lets.

**Exhibitor Name Badges** must have the individuals name and booth # written on the pass and attached to clothing. This allows you to enter the fair without additional cost and indicates the exhibitors' identity to the shoppers.

**Vehicle Tags** must be on display in each vehicle in the Exhibitor lot. If you plan to drop a trailer you must have a tag attached to it also. Any vehicle found without a tag may be removed at owners expense.

**Need a break during the fair?** Angie Manly is our Volunteer Coordinator. She is the person to contact if you need a booth sitter for a few minutes. Give her a call at 706-934-2185 to arrange any help that you need. We also have water and coffee in right side entrance of the granary. She will be located at the little white well house next to the main ticket booths.

**Exhibitor Only Port-o-lets** are located behind the food shed between booths 131 and 139.

**Fire Extinguishers.** Food booths cooking with open flame are required by the Fire Marshal to have a fully charged/working fire extinguisher in their booth.

**Sunday Breakdown & Load-out.** It is not considered safe for vehicles to enter or exit the exhibit areas while shoppers are still present. However, you can begin breaking down your booth and packing up goods starting at 5:00pm in preparation for loading. If you close or abandon your booth prior to designated closing times you will be considered in violation of our vendor agreement. After 5:00pm (6:00pm Saturday) the Traffic Control Team will determine when it is safe to allow vehicles into or out of the exhibit areas. Attendants will be present to assist you in the parking lots and in the exhibit areas to keep things running smoothly. Please make sure your Vehicle Tag is visible on Vehicle and Trailer.

**Mill Side.** In order to gain vehicle access to the Mill side exhibit area, you first must enter the exhibitor parking lot. If you park somewhere else or even if you are just showing up to breakdown, all access will originate in the Exhibitor Parking Lot on the Store Side. Do not go to the parking lot and line up before **4:55** on Sunday (5:55 on Saturday). Anyone attempting to line up before **4:55** will be directed into an available parking space to wait until **4:55** when we begin our line up procedure. The order of entry into the Mill side exhibit area for loading is determined by booth location and vehicle type. In order to get the most exhibitors into the exhibit area, Basic Vehicles will be allowed in first (Cars, Pickups and Vans without Trailers). We will let in as many vehicles as we can providing we have one clear lane of passage around the perimeter. Usually exhibitors get packed up and out before we can get all the basic vehicles across freeing up more room. Next in line to cross the street are the vehicles with trailers. If you are pulling a trailer, wait until at least 5:30 before you head over. The scouts will alert you as to when you can join the line. Note: we may let single cars in line ahead of you. If you plan to bring a large truck or motor home across you will have to wait until after 6:00 in order for there to be room to maneuver. When you enter the mill side exhibit area, proceed straight following the drive closest to the stage. All traffic will flow down the center drive and then turn to the right or left at your booth area. Traffic will be one way. Do not block the flow of traffic. Exit using the drive that runs parallel to GA 2 and the Granary or go to the back of the exhibit area following the 'back-road' drive out to the Gin to exit.

**Store Side.** During operating hours (9-6 Saturday and 9-5 Sunday) we cannot allow vehicles to enter or exit the exhibit area. The driveways will be blockaded and under surveillance. Antique Cars and Tractors on display must be present before 9:00am and will not be allowed to leave until after closing and it has been deemed safe to do so each day. We will not invite you back if you fail to comply with this safety measure. At 5:00 Sunday you will be allowed to line up at the back gate driveway for entry in to the store side exhibit area. When navigating the Exhibitor Parking lot, indicate to the Boy Scouts that you wish to go to the Store Side Exhibit Area.

**First Out.** If you have your booth disassembled, packed and ready to load you can see a Prater's Mill Volunteer (red shirt) to get you approved for a first out pass. This will allow you to jump to the front of the line as best as possible considering the traffic in the Exhibitor parking lot. If you plan to go this route it do not send someone to line-up until you get the pass. Once a vehicle is in the line there is little we can do to get you out and to the front. Also when you park that morning park in the middle of the exhibitor parking lot (Rows W, X, Y), not on the outer drive where the line forms.

**Going Home.** If you are done for the day and just ready to go home when navigating the Exhibitor Parking lot, indicate to the Boy Scouts that you are Going Home and you will be directed to the exit line. Please use your blinker to indicate which way you are turning to go home.

**Please have some patience and help us by following these guidelines. This will allow everyone (including us) to get home quickly. If we all work together we can get everyone across in just over one hour.**

**After the Fair,** please visit [pratersmill.org/fair/exhibitor/report](http://pratersmill.org/fair/exhibitor/report) card and let us know how things went for you during the fair.

**Register for next year early.** We will be at the little white well house next to the main ticket booths to register you for next year Saturday afternoon (4-6pm) and Sunday morning (8-10am).