



Guidelines & Information / Rules & Regulations (G&I/R&R)

Thank you for choosing to exhibit at the Prater's Mill Country Fair at the historic Prater's Mill, an invitation-only festival, where all crafts must be handmade out of natural materials by the vendor and all food should fit into the Appalachian Country Fair theme. Information and links are available at pratersmill.org/fair/exhibitor/current/ (or select 'Current Exhibitors' under the 'Fair' menu).

No plastic except where required in packaging is allowed. We encourage you to demonstrate and will assist you with special needs. You have been juried and approved to bring only the items described on your form. **If you wish to add other items not listed on your form to your booth you must contact us before September 25 and go through the jury committee to add new items. There is no fee.** Contact fair@pratersmill.org with photos and details about your new items. *Failure to adhere to these procedures will jeopardize exhibitor status.*

Check-In is Friday from 9:00 a.m. - 7:00 p.m. (Mill Porch) and Saturday 7:00 - 9:00 a.m. (Main Entrance Drive). If you arrive at night, you may gain access to the area; however, the guard will not have access to your booth information, so check-in before 7:00 p.m. Friday is highly recommended (*even if just by phone*). The gates are locked and guarded from 7:00 p.m. - 7:00 a.m. each night, and you must see the guard to enter or to exit the property on either side. Photo ID may be required. *Please check in before setting up as there may be last minute changes with your booth.*

Set Up starts Friday at 9:00 a.m. Please be set up by 8:00 a.m. Saturday and Sunday mornings as we have shoppers in at that time. All vehicles must be out of the exhibit area by 8:30 a.m. Set up on Thursday is allowed; however, **security** is only provided between 9:00 a.m. Friday through noon on Monday.

Space is 15' x 15'. Tents, tables or other supplies are not furnished by Prater's Mill unless specified. Tents should not exceed 12'x12' but can be any size or color. Oversized tents will incur additional fees. Funeral tents are strictly prohibited. *Make sure your tent is secured* against wind and weather. We prefer the use of weights; but if you choose to stake down your tent, bring extra long metal stakes and a heavy hammer. The ground is hard and full of gravel, so plastic tent stakes *will not work. Electrical lines are buried underground, so be careful driving tent stakes!*

How Do I Find My Booth? Your booth number is highlighted on the map in your packet. The corners of each booth and booth numbers are marked on the ground in orange paint. Please limit your set up to the boundaries of your booth. We recommend you check in **before** setting up (if you must, call during setup hours). We can assist you locating the boundaries of your space and make any adjustment. You may be warned of encroachment violations. Failure to comply with use of space may result in immediate expulsion without refund or consideration of fees paid.

The Fair is held rain or shine. No refunds are given in the event of rain. **If you must cancel in advance**, we will refund your booth fees--less \$35 cancellation fee--only if we are properly notified before **September 25th**. To cancel, use the on-line cancellation form at pratersmill.org/fair/exhibitor/cancel/ (or select 'cancellation' under the FAIR menu). When canceling after **September 25**, please also call 706-694-6455 to notify us. Booth and utility fees are not refunded or transferred forward after **September 25**. If we don't receive notification of your absence or early departure, you will be marked as a "no show" and not invited back. *Failure to adhere to these procedures will jeopardize exhibitor status.*

Show Hours are 9:00 a.m.-6:00 p.m. Saturday & 9:00 a.m.-5:00 p.m. Sunday. You are required to attend all day both days.

Local Sales Tax is 7%. **NEW:** Each exhibitor is responsible for collecting and remitting their own sales tax.

Exhibitor Passes are not mailed but are in your exhibitor packet received at check-in. You will need to distribute tags and passes in advance of fair hours. We can mail tags and passes if we receive your request **before September 20**.

Exhibitor Name Badges (passes) must have the individual's name and booth number written on pass and attached to clothing. This allows you to enter the fair without additional cost and indicates the exhibitors' identities to the shoppers.

Vehicle Tags (tags) must be displayed on the driver's side dash, color side up, with all the information visible in each vehicle to access and be parked in the Exhibitor Parking Lot. If you plan to drop a trailer in the lot you must also have a tag attached to it. Any vehicle or trailer found without a tag may be removed at owner's expense.

Free camping is available to exhibitors in the Exhibitor Parking Lot on a first-come basis. No hookups but fresh water is available at the red pump house by Prater's Store and by the hand-washing station by the port-o-lets at the Cotton Gin.

Exhibitor Only Port-o-lets are located inside the fenced area behind the food shed (location shown on Exhibitor Booth Map).

Fire Extinguishers are required by the Fire Marshal at each food booth cooking with open flame. Each booth must have at least one fully-charged and working fire extinguisher.

Power. Our electricity is limited with less than 20 amps per booth available. Many booths must share 20 amps. Please be aware that we may not have enough amps available to run everything you need. You may have to coordinate usage with your neighbor and/or bring a quiet generator.

Water. We are on the city water system; however, we have only two access points for fresh water. On the **Store Side** it is located on the Red Well House by the Store and on the **Mill Side** access is at the hand-washing station by the port-o-lets.

Handout policy is strictly *no handouts period*. When handed something unwanted, most patrons drop it on the ground, for us to pick up. Any literature, pamphlet, promotional item or giveaway may be displayed but must be picked up or requested by visitor. Handing any material, unless requested by the visitor, is strictly prohibited and will result in the organization being required to vacate the premises without refund or consideration of fees paid.

Trash. Small items may be placed in one of the many trash cans around the fair - if it has a liner bag in it. Larger items - like boxes - need to go into one the dumpsters (locations shown on Exhibitor Booth Map). A minimum \$50 charge will be assessed to clean your booth of crates, coolers or trash and *will jeopardize your exhibitor status*.

Need a break during the fair? Angie Manly is our Volunteer Coordinator. Contact her if you need a booth sitter for a few minutes by phone/text at 706-934-2185 or email (*prior to fair*) volunteers@pratersmill.org to arrange any help that you need. At the fair you can visit her at the Prater's Mill Information Booth (#025) next to the main ticket booths. Exhibitor port-o-lets are located behind the food shed (location shown on Exhibitor Booth Map). We also have water, coffee and a rest area for you in the right side-entrance of the granary (location shown on Exhibitor Booth Map).

Sunday Breakdown & Load-out. You may not safely bring vehicles into exhibit areas while visitors are still present but, you can begin breaking down your booth and packing up starting at 5:00 p.m. *If you close or abandon your booth prior to designated closing times, you will be considered in violation of our exhibitor agreement.* After 5:00 p.m. (6:00 p.m. Saturday), the Traffic Control Team will determine when it is safe to allow vehicles into or out of the exhibit areas. **Expect that time to be 5:30 p.m. or later** (6:30 p.m. Saturday). Attendants will be present to assist you in the parking lots and in the exhibit areas to keep things running smoothly. **Make sure your required PASS & Exhibitor TAG are visible on vehicle dash.** Please park/drive to the side, and give as much room for other vehicles as possible. *Failure to adhere to these procedures will jeopardize exhibitor status.*

Mill Side: *NEW: During the first hour (5:30-6:30 p.m.), you must obtain a pass in order to get into the line in the Exhibitor parking lot.* In order to gain vehicle access to the Mill side exhibit area, the driver of the vehicle must **get a pass first** and must enter/be parked in the exhibitor parking lot. If you park somewhere else or even if you are just showing up to breakdown, all access will originate from the Exhibitor Parking Lot on the Store Side. **No one will be allowed across to the exhibit area until 5:30 p.m. or later Sunday. We begin our line-up procedure at 5:15 p.m.** Passes will be given out **no sooner than 5:15 p.m.** from the **Prater's Mill Information tent (#025)** located by the main entrance gate. **Therefore, no one can line up until after 5:15 when they can get a pass and no waiting for hours.** Only the driver of the vehicle will be given a pass. A runner will go with you back to your booth to confirm that you are broken down and ready to load up; then the driver will be given the pass to go put the vehicle in line. **Please make sure the pass is visible in the driver side window. Do not attempt to put a vehicle in line with out a pass. You will be held up until the end and jeopardize your exhibitor status.** We will let in as many vehicles as we can providing we have one clear lane of passage around the perimeter. If you plan to bring a large truck or motor home across the road, you will have to wait until after 6:30 p.m. for there to be room to maneuver and park. If you need your vehicle to pack up you must wait until after 6:30 p.m. to get in line. You can use the rest area in the right side-entrance of the granary. **Mill Side Traffic will be one way** (follow arrows on Exhibitor Map). 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. **Do not block the flow of traffic.** Exit using the drive running parallel to GA 2 and the Granary, or go to the back of the exhibit area following the 'back-road' drive out to the Cotton Gin to exit. **Back Road is exit only.**

Store Side: During operating hours, we cannot allow vehicles to enter or exit the exhibit area. The driveways will be blocked and watched. *Antique cars and tractors on display must be present before 9:00 a.m. and will be notified by Jeff Gowan (Boy Scout lead) when you can leave daily.* At 5:15 p.m. cars will be allowed to line up at the back-gate driveway for entry in to the exhibit area. When navigating the Exhibitor Parking lot, tell the Boy Scouts that you wish to go to the Store Side Exhibit Area.

Going Home: When you are ready to go home, when exiting the Exhibitor Parking lot, tell the Boy Scouts that you are going home and they will direct you to the exit line. No additional is pass needed just exit the exhibitor parking lot. You will be directed right or left only upon exiting the lot. *Please use your blinker to indicate which way you are turning.*

Please have some patience and help us out by following the exit procedure and it will allow everyone (including us) to get home quickly. If we all work together, we can get everyone across in just over one hour.

To give feedback after the Fair, visit pratersmill.org/fair/exhibitor/reportcard (or select 'Current Exhibitors' under 'Fair' menu then click on 'report card' under 'How are we doing?') and let us know how things went for you during the fair. We will send out an email towards the end of the show with the links.

Pre Register for next year at the Prater's Mill Information Booth (#025) next to the main ticket booths on Sunday of the Fair between 8:00-11:00 a.m.

Please notify everyone with your booth of the R&R/G&I. Failure of exhibitor or associate to comply regarding use of space or conduct of a harassing nature toward Mill staff or volunteers may result in immediate expulsion without refund or consideration will jeopardize your exhibitor status.

This letter is for your records & information. Do not return.