



Guidelines & Information / Rules & Regulations

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. Registration, hotel list, map, cancellation, feedback, FAQs, and on-line payment links are available at pratersmill.org/fair/exhibitor/current/.

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 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 fee to be re-juried.**

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. There will be a guard at the main entrance drive between 7:00 p.m. Friday and 7:00 a.m. Saturday. The guard will not have access to your booth information, so check in before 7:00 p.m. Friday is highly recommended. The gates are 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 check in (even if just by phone) **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. on Saturday morning as we have shoppers in at that time. All vehicles must be out of the exhibit area by 8:30 a.m. Early set up is allowed on Thursday; however, security will only be provided between 9:00 a.m. Friday through noon on Monday.

Space is 15x15'. Tents, tables or other supplies are not furnished by Prater's Mill. Tents should not exceed 12'x12' but can be any other size or color. 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, so plastic tent stakes will not work. If you choose to tie down your tent, bring extra long metal stakes and a heavy hammer. Electrical lines are buried underground, so be careful driving tent stakes!

How Do I Find My Booth? The corners of the booths and the booth number are marked on the ground in orange paint. Your number is highlighted on the map. Please limit your set up to the boundaries of your booth. We recommend you check in **BEFORE** setting up. We can assist you locating the boundaries of your space and make any exceptions.

The Fair is held rain or shine. No refunds are given in the event of rain. **If you must cancel**, we will refund your booth and utility fees, less \$35 cancellation fee, only if we are notified before September 25th. To cancel, use the on-line cancellation form at pratersmill.org/fair/exhibitor/cancel/. When canceling after September 25, please also call 706-694-6455. 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.

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 vendor is responsible for collecting and remitting all sales tax.

Exhibitor Passes will not be mailed. You may pick up your exhibitor packet at check in. You will need to hand out tags and passes in advance of fair hours. We can mail out Name Badges and Vehicle Tags to you if we receive a request from you **before September 20**.

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

Vehicle Tags must be on display in each vehicle on the driver's side dash, color side up, with all the information visible 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 owner's expense. This pass is required to access this lot.

Free camping is available to exhibitors on a first-come basis. No hookups are available. 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 off area behind the food shed (booths 132-139) next to the dumpster.

Fire Extinguishers. Each food booth cooking with open flame is required by the Fire Marshal to have a fully charged/working fire extinguisher in the booth.

Power. Our electricity is limited. No more than 20 amps per booth is 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 or bring a quiet generator.

Water. We are on the city water system; however, access points are minimal. While we have plans to get water run to more locations, right now we have only two access points for fresh water. On the Store Side it is located on the Red Well House by the Store. On the Mill Side there is access at the hand-washing station by the port-o-lets at the Cotton Gin.

Handouts. Our policy is no one is ever allowed to hand out anything. When handed something unwanted, most patrons drop it on the ground. Then we have to pick it up. Any literature, pamphlet, promo or giveaway item must be picked up or requested by patrons. Items can be displayed but must be picked up by the patron. Vendor cannot hand it to them.

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 or email volunteers@pratersmill.org to arrange any help that you need. During the fair she will be located at the Prater's Mill Information booth (#026) next to the main ticket booths. We also have a water and coffee area for you in the right side-entrance of the granary.

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 5:00 p.m. 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 5:00 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 Vehicle Tag is visible on Vehicle and Trailer. Please park/drive to the side, and give as much room for other vehicles as possible.

Mill Side. *NEW: During the first hour of load out (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 after 5:30 p.m. Sunday. Passes will be given out starting at 5:15 p.m. when we begin our line-up procedure. Therefore, no one can line up until after 5:15 when they can get a pass.** Only the driver of the vehicle can get a pass. Passes are given out at the Prater's Mill Information tent located by the main entrance gate. A runner will walk 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. 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. **Mill Side Traffic will be one way.** 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 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 Cotton Gin to exit. **Back Road is exit only.**

Store Side. During operating hours (9:00 a.m.-6:00 p.m. Saturday and 9:00 a.m.-5:00 p.m. 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 9:00 a.m. 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 5:15 p.m. 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.

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. No additional pass is need to simply 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 to go home.

Please notify everyone with your booth. Failure to comply with R&R/G&I will jeopardize your place as a vendor.

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/reportcard and let us know how things went for you during the fair.

Register for next year early. We will be at the Prater's Mill Information Booth next to the main ticket booths to register you for next year on Sunday morning (8:00-11:00 a.m.).