



COUNTRY FAIR
NONPROFIT VOLUNTEER BASED FUNDRAISING EVENT

Updated 06/1/23 for 2023

EVERY ANSWER TO EVERY QUESTION EVER ASKED **EAEQ** FOR SHORT

When Do I Need to Be There?

- Held rain or shine - No refunds due to rain
- Attendance with booths open & manned required all day both days
 - 9:00 a.m. - 6:00 p.m. Saturday • 9:00 a.m. - 5:00 p.m. Sunday
- Failure to notify if tardy, absence or early departure is considered no-show
- No-shows and blacklisted will not return
- Complete set-up 30 minutes before show opening and remain until closing
- No Vehicles 30 minutes prior until 30 minutes after show hours

What about Refunds & Cancellation?

- \$35 Fee after January 25 • No refund after September 25.
- Cancellation Form Required: pratersmill.org/fair/invited/cancel
- Cancellation Form and Phone Call Required after September 25

What Can I Bring?

- Crafts must be handmade out of natural materials by exhibitor
- Food fits Southern Appalachian Country Fair theme - prefer fresh/from scratch
- Only approved items described on your placement letter are allowed
- Submit new items by July 25. - Use Add Item Form on pratersmill.org
- NO FAIR TRADE • NO PLASTIC - only plastic in packaging is allowed
- Demonstrations encouraged
 - Details: pratersmill.org/fair/apply/ then select booth type

What's Provided? - Any Booth Limitations?

- 15' x 15' reasonably flat outside area • Some have trees near corner
- No tents, tables, chairs or other items furnished outside
- Secure tents against mother nature. Recommend weights over tie downs
- Extra long metal stakes & heavy hammer needed to tie down tents
 - Buried electrical lines - take care driving stakes
- Tent Size Limit: • 15'x15' secured inside • 12'x12' secured outside
 - No restrictions on size or color • Funeral tents strictly prohibited
- Hard, gravel-filled ground defeats plastic stakes
- Interior/covered spaces: size & amenities vary by location

What Happens When Things are Wet

- Show held rain or shine - No refunds due to rain
- Booths unsuitable for use prior to set-up will be moved.
- It is your responsibility to provide ground cover inside space
 - PM will provide hay &/or shavings in muddy aisle - After 8:30 am¹

When & Where Can I Check-In?

- Check-in BEFORE setting up booth (call ahead for late arrival)
- Use contact's last name [or booth#] to check-in - no paperwork required
- Pick-up exhibitor packet prior to show
 - Friday 9:00 a.m. - 7:00 p.m. (Mill Porch)
 - Saturday 6:30 - 8:30 a.m. (Main Entrance Drive)
 - Saturday after 9:00 a.m. (Information Booth #026)

What is in my Exhibitor Packet?

- Booth sign
- Name badges
- Name badge holders
- Parking passes
- Sunday Breakdown and Booth Access
- GA Sales Tax Collection Form FS-32
- Exhibit Map - exhibitor version
- Every Answer to Every Question Ever Asked (EAEQ)

Do I Need a Fire Extinguisher?

- Fire Marshal requires minimum one fully-charged, working fire extinguisher in each booth using open flame of any kind

How Do I Find My Booth?

- Booth number **highlighted on map** on placement letter
- Booth corners & numbers marked on ground in orange paint
- Guidance to booth location available during Friday check-in hours

When can I Set-Up?

- Tuesday - Friday set-up is allowed - no security provided until Friday
- Set up officially begins Friday 9:00 a.m. with check-in
- After 7:00 p.m. Friday, gain access to exhibit area via security
- Call before 7:00 p.m. Friday for booth set-up information or questions
- Limit set-up to booth boundaries
- Encroachment violations noted - warnings will be issued and recorded
- Space use violations may yield immediate expulsion without refund
- Exhibit area gates close 8:30 a.m. - no access - NO EXCEPTIONS
- All vehicles removed from exhibit areas by 8:30 a.m. - NO EXCEPTIONS

What is Acceptable?

- Discounted sign-age strictly prohibited - such as "50% off" or "2 for 1"
- Overt solicitation 'barkers' & selling outside your area strictly prohibited
- Subletting, apportioned, allowing others space to sell - strictly prohibited
- EAEQ violation is adequate grounds for prompt expulsion
- Exhibitor's attire & behavior must reflect overall family-oriented theme
- Conduct of harassing nature towards Fair staff or volunteers is not tolerated
 - See 'Important Information' in red on page 2, bottom of first column

May I Handout Flyers etc.?

- NO: Strictly prohibited - Persons caught distributing will be removed
- Literature, pamphlet, promo etc. may be displayed
 - Must be picked up or requested by visitor

What Amenities are Available to Exhibitors?

- Security Fri.-Sun. - not responsible for lost, stolen or damaged items
 - Gates locked & guarded 7:00 p.m. - 7:00 a.m. Friday - Sunday nights
- Exhibitor Parking Lot across street - PARKING PASS REQUIRED
 - Flat walkway under bridge for easy access or use ramped crosswalk
- Exhibitor only port-o-lets (one) with the main public group near Gin & on the Store Side. Plus 3 more inside fence behind food shed
- Booth Sitters will visit to check on your needs. Plus Assistance as needed.
 - volunteer@pratersmill.org to arrange advance help
- Prater's Mill Information Booth (#026) for help or call 706.694.MILL
- Exhibitor Revitalization Room - soda, water, coffee, tea, table & microwave
 - First room, right side-entrance, upstairs granary
- Loading Zone Across GA2 by the Exit Ramp for Customer Pick Up
- Bagged Ice for sale On the Grounds (#133)
- 2 conveniently located walk-in dumpsters • On Site Coke® 'warehouse'

Can I Camp On-Site for Free?

- Yes. In exhibitor parking lot ONLY - creek side preferred - first-come basis
- No hookups - fresh water available at red pump house by store
- Temporary, after-hours power may be arranged with Fair Director - your cord must reach Prater's Store Exterior

continues >>>

Can I Get Electricity?

- Limited booth locations have electricity - advance request on registration
- Amperages limited & not guaranteed. Max < 20 amps per booth most share 20 amps - food shed area has significantly lower amps & high use
- Quiet generators allowed
- Extension cords must be • Medium to Heavy-Duty (see chart below)

----- THREE WIRE GROUNDED -----		
14 GAUGE MEDIUM DUTY 14/3 13 AMPS MAX @ 25'	12 GAUGE HEAVY DUTY 12/3 15 AMPS MAX @ 25'	10 GAUGE EXTRA HEAVY DUTY 10/3 20 AMPS MAX @ 25'
----- USAGE GUIDE -----		
LIGHTS CASH REGISTER PHONE CHARGER	COFFEE POT FOOD WARMER HOT PLATE	REFRIGERATOR FREEZER REACH ONE BOOTH OVER

- No more than 25 foot each • Outdoor or Outdoor/Indoor Rated

Is There Access to Water?

- City water available - but only two access points, one each side
 - Store side at Red Well House by Store
 - Mill side at hand-washing station by port-o-lets near Cotton Gin

Where Do I Put My Trash?

- Normal items - use local trash cans with liner
- All garbage from your booth must use dumpsters, break down boxes
- *Minimum \$50 charge* to clean booth [trash, coke crates &/or coolers]

Event Sales Tax Collection:

- Exhibitor responsible for Sales Tax Collection and Reporting
- Miscellaneous Sales Event Form FS-32 distributed in Exhibitor Packet
- What you do after that is your business — *not ours!*

Do I Get Name Badges, Holders & Parking Passes?

- Preprinted with names & details provided before July 25
- Distribute name badges (NB) & parking passes (PP) before fair hours
- Name Badge, Holders & Parking Passes in exhibitor packet at check-in
- Groups may request pick-up or mailing of NB & PP before September 25
 - Holders cannot be mailed - pick-up in packet or PM Info booth (#026)

More on Exhibitor Name Badges:

- Valid badge requires booth # & individual's name (written or printed)
- Required to be worn at all times for access, recognition and free entry

More on Parking Passes:

- Should your lights get left on or anything else, we can locate you
- Valid pass requires booth #, name & owner's name (written or printed)
- Required for access to exhibitor parking lot, Saturday & Sunday
- Display on the driver's side dash with all contact information visible
- Dropped trailers also require pass attached - zip ties available at check-in
- Vehicles without parking pass, removed at owner's expense

What Do I Do on Friday & Saturday Nights?

- Required to secure items, tents & displays against mother nature
- Pack up everything or leave all or part in place - your choice
- On site security provided 7:00 p.m. - 7:00 a.m. Friday - Sunday nights
- Saturday Night Mandatory Exhibitors Meeting at the Stage
 - 6:15 - 6:45 Questions until 7 — at least one person must attend

How May I Submit My Point of View?

- Prater's Mill: online only at pratersmill.org
 - Select '[REPORT CARD](#)' from 'INVITED EXHIBITORS' under 'FAIR' menu
- Links to both SF-32 & PMCF surveys emailed to you after fair

Can I RSVP in Advance for Next Year? - Yes

- **AT THE STAGE:** Saturday after meeting until 7:30 p.m.
- **AT INFO BOOTH:** Sunday between 8:00 - 11:00 a.m.
- **YOUR BOOHT:** If marked on RSVP will *try* to get to your booth.

CLOSING ACCESS PROCEDURE:

- Is covered in detail at the Mandatory Saturday night exhibitor meeting.
- Visitors must be clear before we begin. Plan on 5:30 start time Sunday.
- Space and Maneuverability. Larger vehicles need more space

ACCESS MILL SIDE:

- **STEP 1:** Break Down Booth and Pack It Up.
- **STEP 2:** Get Pass
- **STEP 3:** Get vehicle(s) in line - show pass at Boy Scouts
- **STEP 4:** ONE-WAY traffic: Follow Arrows on map to booth & exit

GO HOME:

- **DO NOT GET IN LINE**
- Tell Boy Scouts your are going home.
- USE YOUR BLINKER to indicate turns

STORE SIDE:

- No Line Pass needed
- Tell Boy Scouts your Booth is in Store Side exhibit area

IMPORTANT NOTICE

- Notify everyone with your booth of all information contained herein
- Professional behavior is expected
- Failure of exhibitor or associate to comply regarding use of space may result in immediate expulsion without refund & will jeopardize your exhibitor status
- Closed or abandoned booths are in violation of exhibitor agreement
- Conduct of a harassing nature towards Mill staff or volunteers is not tolerated
 - MAY RESULT IN:
 - Immediate expulsion without refund
 - Videoed/photographed
 - Listed on shared blacklist
 - Will jeopardize your exhibitor status