



Sept. 22-23 & 29-30, 2018

Show Hours 10am-5pm Location: 3170 State Route 97 Butler, OH 44822

2018 Festival Rules & Guidelines

Artwork

- ❖ **All** items in your booth must be handmade by you or your apprentices. **No imports**. Pictures may be sent via mail or email. Only approved items may be sold.
- ❖ The festival committee will evaluate on an individual basis requests for more than one craft category in a space.
- ❖ We encourage you to demonstrate your work. Customers enjoy watching the artist demonstrations and we continue to get requests to see more at the show.

Booth Display & Sales

- ❖ Booths should be decorated for fall. Pumpkins, mums, straw bales & corn stalks are easy and inexpensive ways to enhance your display.
- ❖ Your display needs to be confined to the size space marked on your application.
- ❖ All stock and storage boxes must be hidden from view. Cover them and keep them neatly behind booth or under tables for canopies.
- ❖ Displays should be appealing and neat. Cover tables to the ground with fabric. No plastic tablecloths.
- ❖ You will receive a parking pass and 2 vendor badges during set up time.
- ❖ No sales are to be made outside designated booth area. No hawking permitted.

Booth Construction

- ❖ New booth construction and additions must be approved.
- ❖ Booth Repairs: Contact us to make arrangements to get onto the grounds for booth repairs prior to set-up week.

Tarps & chairs

- ❖ Plastic tarps are not to be visible during show hours (exception- inclement weather). This includes the back of booths in areas where the backs are in plain sight to the public.

Canopies

- ❖ A limited number of canopies will be allowed but the following **must** be adhered to:
 - Corner poles must be covered (burlap, corn stalks or fabric) and sides off of canopy during show hours (with exception of inclement weather).
 - Store extra product and boxes neatly under tables and out of view of the public.
 - A description of how the canopy will be covered and decorated needs to be included with your application.

Attire

- ❖ Country and Prairie style attire is optional. If you choose not to wear that style, your clothing must be business casual. Shirts with business logo are acceptable. Keep all clothing family-friendly.

Set Up & Tear Down

- ❖ Grounds are open for set-up from **starting on 9/15 from 10am-6pm**. Check-in is at front office next to Gate 1.
- ❖ Vehicles must be off show grounds by **9am** on show days. Be ready to open by 9:30am. Show hours are from 10am-5pm each day. **All vendors must stay open until 5pm**. At the end of the day, do not start lining up your vehicles until 5:00. Vehicles will not be allowed to enter until trash detail and water trucks are out.
- ❖ If you want to work on your booth earlier than the set-up dates, give us a call and we will try and accommodate your schedule.
- ❖ We provide security on-site from 9/21 through 9/30.
- ❖ **Take your trash to the dumpsters!** The trash barrels are for customers during the show. You are responsible for your own trash and we have dumpsters to make it easier on you and our staff, please use them! Dumpsters are located in back food court and in lower crafter parking lot.
- ❖ **Tear Down:** Property will be open from 10am-6pm **until Oct. 7th**.

(Over)

Booth for Sale- (existing booth owners)

- ❖ For sale signs may be posted before and after show hours. You are welcome to pass around flyers to other vendors and communicate with us so we may help you get the word out about your booth.
- ❖ If you are not returning in 2018, we must be notified by **February 1st** to make arrangements for removal or sale of your booth. Otherwise, the festival has the right to use, tear down or move the structure as we see fit without compensation to the booth owner.

Miscellaneous

- ❖ We do not allow pets on show grounds during the show hours. If you are camping and have your pet with your camper, that is fine.
- ❖ Please, no smoking in the woods.
- ❖ Alcohol is not permitted on showgrounds.
- ❖ We do reserve the right to ask anyone to leave that is defacing the property in any way.
- ❖ Questions or concerns during the show? Come see us at the information building by gate 1.

Licenses

- ❖ Exhibitors are responsible for collecting sales tax and must have a valid vendor's license as issued by the Ohio Sales Tax Department. You can contact the Ohio Department of Taxation at (888)405-4039.
- ❖ If you sell food products and may need a food license, call (419)774-4500 to determine what type of license is needed. Please remember to obtain the license at least 72 hours prior to the show.

Auction to Benefit Local Shelter

- ❖ There will be an auction held each Saturday at noon in Raccoon Hollow. We ask that you donate an item however it is not mandatory. This auction benefits the Mansfield Domestic Violence Shelter.

Camping

- ❖ We make primitive camping available at no charge for our exhibitors. Please check with the office for the designated areas for camping and RV parking.

Crafter Referral

- ❖ Refer a new exhibitor (hasn't participated in the last 5 years) and if they are accepted, you will receive \$50 off your booth fee in 2019.
- ❖ Have the new exhibitor applying list you on their application. There is no limit to the number of referrals.
**If your credit exceeds 2019 booth fee, we will apply the overage to 2019. The booth rental fee is excluded and referral cannot apply to a new crafter sharing or using an existing crafters' booth. Referring crafter's name must appear on application when turned in.*

Contact

- ❖ Mailing Address:
Prairie Peddler Festival
P.O. Box 457
Huron, OH 44839
Mandie: (419)706-5483 or Suzi: (419)706-5482 Email: prairiepeddlerfestival@gmail.com
- ❖ Festival Location (not for correspondence): 3170 State Route 97 Butler, Ohio 44822