



Sept. 25-26 & Oct. 2-3, 2021

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

2021 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 booths or under tables for canopies.
- You will receive a parking pass and 2 vendor badges during set up time.
- No sales are to be made outside the designated booth area. No hawking permitted.
- Displays should be appealing and neat. Cover tables to the ground with fabric. No plastic tablecloths.

➤ 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

- Corner poles must be covered (burlap, corn stalks or fabric) and sides off of canopy during show hours (with the exception of inclement weather).
 - Store extra products 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 logos are acceptable. Keep all clothing family-friendly.

➤ Set Up & Tear Down

- Grounds are open for set-up **starting on 9/18 from 10am-6pm.** Check-in is 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.
- **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 the back food court and in the lower crafter parking lot.
- **Tear Down:** Property will be open from 10am-6pm **until Oct. 10th.**

(OVER)

➤ **Trash**

- Boxes need to be broken down and placed in the DUMPSTERS provided by the festival, not in the trash cans.
- **PLEASE DISPOSE OF YOUR TRASH AS STATED ABOVE.**

➤ **Buying & Selling Booths**

- All booth sales need to go through us.
- If you know when you sign up that this is your last year, we need to know it when we receive your application. If for some reason you decide before the show that you are not returning, you need to call and we will let people who possibly can be in your spot know your booth is for sale.
- If you have not told us ahead of set up that you want to sell your booth you have two options. You can either take it with you when you leave or wait until after the show and we will try and find a buyer.

➤ **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.
- We 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 2022.
- Have the new exhibitor list you on their application. There is no limit to the number of referrals.

**If your credit exceeds 2022 booth fee, we will apply the overage to 2023. The booth rental fee is excluded and referral cannot apply to a new crafter sharing or using an existing crafters' booth. The referring crafter must appear on the new 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