

FCBA at The Great Frederick Fair
Procedure for 2023
Prepared by Dave Maloney

This document has been produced to help retain institutional memory so that FCBA members will be better able to prepare for the Great Frederick Fair, to set up the FCBA booth, and to dismantle the booth at the Fair's conclusion. Of course, the names of individuals may change from year to year.

#1 Booth helpers

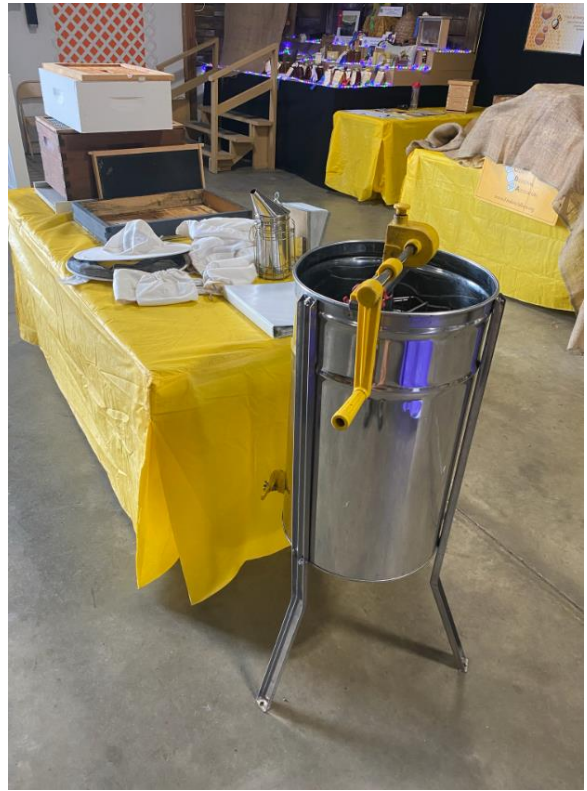
- a) The assigned club member prepares a SignUpGenius online calendar for members to volunteer to work at the club booth throughout the duration of the Fair
- b) Include three volunteers to set-up the one observation hive 8AM to 10AM the Thursday before the Fair begins. In 2021 and 2022 Drew Lenhart setup and took down the observation hive. Also, Ed Mordan installs his oversize bee and club banner on Thursday.
- c) Include several volunteers to assist with setting up the booth from 1PM to 3PM the Friday before the Fair begins. See details below in section entitled Booth Set Up.
- d) Included volunteers to assist with tear-down Sunday following the fair from 8AM to 9AM.
- e) Volunteers assist as need be in returning the observation hive to its home apiary.
- f) Once positions are filled, work with the Fair contact person (Leslie Lenhart (lleenhart1@aol.com)) to obtain Fair passes for watch standers. Once obtained, distribute Fair passes to volunteers.

#2 First Thursday: Observation hive

- a) OH is stored in Dave Maloney's garage
- b) Assigned member cleans OH during week prior to set up
- c) Meet at Fair to set up OH 8AM Thursday morning before the Fair opens.
 - i) Meet in donor's apiary (apiary may change year to year) as requested by donor.
 - ii) Requires three persons to assemble from apiary hives and set up.
- d) Observation hive makes use of bees from a member's apiary
 - i) The Draper (rotating) hive requires a shallow frame as well as three deep frames
 - (1) The Draper hive requires a Phillips head screwdriver to open the door.
 - ii) Ensure top deep frame has dome of honey
 - iii) Middle and bottom frame should have queen, brood in all stages and plenty of bees. Shake additional frames of bees into OH as necessary to cover brood.
 - (1) Mark queen if necessary
 - (2) No honey dome in bottom two deep frames (might keep Queen from going beyond it). Honey on sides OK.
- e) OH has a jar for 1:1 sugar water. Take milk jug of extra feed to fair. Feed if and as deemed necessary. Not necessary to feed if frames contain honey/nectar.
- f) Hive has tube to exterior
- g) Place "Do not touch" signage on OH hive once in place at Fair
- h) After installation at Fair, cover tubes with black material
 - i) Tube should not extend outside the wall more than an inch or so. Duct tape outside wall gaps to prevent bees from entering building other than through the tube.
- i) Covering OH at night.
- j) Uninstall at 8AM on Sunday following Fair closing during booth tear down
 - i) Close entrances night before

- ii) Do paper combine with parent hive only after checking all parent hive frames and killing any queen cells found.





#3 First Thursday and Friday: Booth set up

- a) **Thursday** before the Fair 8 AM to 9 AM:
 - i) Set up Observation Hive
 - ii) Ed Mordan installs his over-sized bee and the yellow club banner that is mounted on PCV. Ed brings his own ladder.
 - iii) Off load supplies to be used next day for main set up. That is all that is done on this Thursday. No charge to enter fair grounds on Thursday. **Honey Sales: No honey for sales is accepted on Thursday. Member honey to be sold must be brought in no earlier than the following day between noon and 2PM.**
- b) **Friday** at noon and after judging is complete, our booth space is free. Set up per below details from noon to 2PM. Usually takes a couple hours. Entrance to the fairgrounds is free on Friday but only until 4PM. There is no need to schedule watch standers for this Friday afternoon or evening. **Accept and inventory (have inventory sheet available) any honey that is brought in by sellers (must be delivered between noon and 2PM).**
 - (1) Staple black fabric to back wall.
 - (2) Attach items of interest to wall such as bee-related graphics, child's jacket/veil
 - (3) Arrange tables and cover with yellow table covers
 - (4) Table to the left (facing) holds various displays accessible from the side
 - (a) Also holds "Kids' Table" items.
 - (i) Plan is to move Kids' table contents to adjacent wall near building entrance in 2023.
 - (b) Also holds the Folder with form to fill out to receive upcoming bee class information
 - (5) Back two tables and left and right-side tables hold miscellaneous show-and-tell and educational bee related items and reading material
 - (a) Space underneath all tables reserved for honey being sold as well as admin supplies
 - (6) Front table holds:
 - (a) Three-part honey sales tower in middle
 - (i) Attach honey sales sign to front of tower
 - (b) Two HONEY Sale upright signs (include 1 lb and ½ lb prices) and HONEY Sticks sale signage. Price for honey will be \$14 for 1lb jars (club keeps \$2) and \$8 for ½ lb jars (club keeps \$1).
 - (c) Club business cards and flyers
 - (d) Recipes and brochures from honey.com (order well in advance of Fair)
 - (e) Member jars of honey for sale on the honey tower
 - (f) Honey sticks in Mason jars on the honey tower (order well in advance of Fair)
 - (g) Three rolls of stickers for children (order well in advance of Fair)
 - (h) Four flashlights with extra batteries
 - (7) Underneath tables store administrative totes, honey for sale, honey sticks for sale and extra flyers, brochures and other giveaways
 - (8) Set-up Show-and-Table out in front of the FCBA booth. Include:
 - (a) Complete hive (bottom board, deep containing one deep frame of drawn comb, queen excluder, medium super containing one medium frame of drawn comb, inner cover, telescoping cover. Mark all parts with their names.)
 - (b) Frame of capped honey in frame holder
 - (c) Child's jacket and veil, and pair of gloves for kids to try on
 - (d) Smoker
 - (e) Photos of frame of honey being uncapped
 - (f) Club's Manual extractor. Do not include the plastic lids. They will get broken.
 - (g) Other items you find of interest

#4 Honey and Other Hive Product Sales

a) Honey

- i) Only FCBA members are allowed to sell honey or other honeybee related products in the club booth.
- ii) Honey sold must be from this year's harvest. No old honey, even if de-crystallized.
- iii) Prior to the fair, a survey will be sent to members asking how many 1lb bottles and 1/2lb bottles they plan on selling. In increments of 12. The max number members are allowed to sell is 96 bottles (either 1# of 1/2# or combination of both). Members **MUST** complete this form in order to sell honey at the Fair.
 - (1) Labels will be purchased by the club and printed at FedEx Printing using PDF files as in the past. Maloney has the two PDF files if need be.
 - (2) Large Avery labels for 1 lb: <https://www.amazon.com/Avery-Textured-Printers-2-25-Inches-22809/dp/B005IMARK8/>
 - (3) Small Avery Labels for 1/2 lb bottle: [Amazon.com : Avery White Permanent ID Labels for Laser and Inkjet Printers, 2 x 2 5/8 Inch, Pack of 225 \(6572\) 15 sheets : Office Products](#)
- iv) Nutrition labels are not required.
- v) Only Traditional Queenline or the Classic Jars can be used. (See below pic.) No other styles of jars may be used. Also, no hexagonal, bear or other styles of jars. Jars can be glass or plastic. Lids of your choice. Here are the allowed choices in 16 Oz styles. (8 Oz equivalent also allowed):

Glass:

Traditional
Queens Line
16 Oz



Classic Glass
16 Oz



Plastic:

Classic Plastic
16 Oz



Inverted Plastic
16 Oz



- vi) All jars must bear a club-provided label. Labels will be distributed (only to members who have pre-registered to sell honey) prior to the fair.
- vii) Jars must be filled to the fill ring. A little higher is OK, too. Filling below the line is not acceptable.



Under-Filled (not legal)

- viii) Crystallized honey is not acceptable. If your honey is cloudy, de-crystallize before the fair.
- ix) The sales price for the lb jar is \$14. FCBA retains \$2 per jar. The sales price for the 1/2 lb jar is \$8. FCBA retains \$1. per bottle sold.
- x) Usually, an initial call will be made for sellers to deliver 48 properly labeled jars to the fair. Each jar must be marked on bottom with seller's initials with permanent marker so unsold jars can be returned at the end of the fair. **PRINT CLEARLY.**
- xi) Deliver jars in small boxes marked with seller's last name on all four sides.
- xii) Attach labels only on the jars being delivered. Do not label up too many jars because the club labels are hard to remove if jars are left unsold at the end of the fair.
- xiii) Upon delivery, be sure to complete the honey inventory form and have it witnessed. Witnesses. double check to ensure bottom of each jar is marked with seller's initials.
- xiv) If we run out, an email will be sent to members asking that they drop off 24 more jars of honey at the Fair if they have more available to sell.
- xv) As usual, there is no guarantee that all jars will be sold. Those not sold may be picked up at the Fair during tear-down which is 8-9AM the Sunday following the Fair; alternatively, make arrangements for others to pick them up for you.

b) Other honeybee related products

- i) FCBA members may sell honeybee related products including those they have made themselves such as candles, lip balm, soap, etc. Products must be made according to best practices and labeled as to ingredients and source, if so required.
- ii) Members may only sell during the hours that they are also working the FCBA booth.
- iii) A small space will be provided to set-up a display. Members are responsible for modestly sized signage. Items must be removed when the seller is not manning the booth. The selling member handles all sales. At the end of the Fair, sellers are to make a donation to the FCBA of 10% of their gross sales.

#5 Last Saturday of the Fair: Candle Making and Tear-Down Preparation

- a) Candle making activity (see below pic)
 - i) Order sheets of wax and wicking well in advance of Fair

- ii) Requires knife, cutting surface, patterns



- b) Fair committee member stands closing watch on Sat. night does the following:
 - i) Accounts for unsold honey and notifies owners that night if any of their honey remains. If honey remains, they are to pick-up unsold honey the following (Sunday) morning 8am to 9am; alternately make other arrangements for pick-up of unsold honey.
 - ii) At end of watch, begin organizing booth to facilitate tear-down following morning
 - iii) Close entrances to the observation hive**
 - iv) Take possession of and remove:
 - (1) Cash box and contents
 - (2) Bee Class info sign-up forms

#6 Sunday Tear Down

- c) Meet at Fair grounds at 8AM the Sunday following the fair. Takes two hours to complete tear-down
 - i) Need Ed Mordan there to remove oversize bee and yellow club banner. He brings his own tall ladder.
 - ii) Need owner of bees in observation hive present to remove OH to his/her apiary
 - iii) Need three additional helpers present for tear down
 - iv) Once cleaned, OH eventually returned to Dave Maloney for storage

- d) Members indicated in section #7 below should be present to remove their respective items for storage; alternatively make arrangements for others to remove
- e) Members having un-sold honey pickup same; alternatively, make arrangements for others to remove

#7 Recap What Designated Members Bring:

- a) Ed Mordan brings and mounts:
 - i) His oversize bee and the long yellow club banner in PVC frame.
- b) Cindy Heivlin brings:
 - i) Honey sticks
 - ii) Wax, wicks and other tools needed for the last Saturday activity table
 - iii) Club signage
 - iv) Seed packets (must be ordered well in advance) divided into 8 groups each packaged in zip-lock bags (one for each fair day). Past orders: From AmericanMeadows.com 500 packets of “Bee the Change” and 500 packets of “Feed the Bees”.
 - v) Child’s jacket with veil
 - vi) Mason jars to hold honey sticks
 - vii) Bee brush
 - viii) Mini hive
 - ix) Graphics
 - x) Three yellow medium boxes for honey tower
 - xi) Honey jar sales and honey sticks sales signage
 - xii) Brochures from honey.com, club fliers, club business cards, posters, four rolls of children’s stickers (must be ordered well in advance)
 - xiii) Administrative hardware (scissors, tape, flash lights, thumb tacks, rubber bands, permanent markers, name tags for workers, pens, cash box)
 - xiv) Hammer, wire cutters, stapler with staples, screw drivers, box cutters and other needed tools.
 - xv) Bee class sign up folder and forms
 - xvi) Cash box form for cash accounting
 - xvii) Honey log-in folder and forms
 - xviii) Show-and-tell table items (complete hive, frame of capped honey in frame holder, manual extractor, gloves, child’s jacket, veil, smoker)
 - xix) Brown Paper lunch bags for honey sales
- c) Volunteer members bring
 - i) Observation hive with bees