

**PGA PROPERTY OWNERS ASSOCIATION
ARTS AND CRAFTS FESTIVAL
FREQUENTLY ASKED QUESTIONS**

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Q: WHAT DO I NEED TO SUBMIT IN ORDER TO APPLY FOR THE SHOW?

A: Complete the APPLICATION AND CONTRACT FOR PGA PROPERTY OWNERS ASSOCIATION ARTS AND CRAFTS FESTIVAL. Be sure to sign the General Release and enclose the required photos, application fee and self-addressed, stamped return envelope as explained on the application form.

Q: HOW MUCH DOES THIS EVENT COST?

A: The non-refundable application fee is \$20.00 and, if you are selected to participate, you will be notified by mail by October 31st via the postage paid return envelope you are providing. Once you receive notification of acceptance, the participation fee is an additional \$20.00 which must be paid no later than November 15th. These are the only two costs you are responsible to pay to PGA POA. Other costs are governed by you with regard to tents, tables, etc.

Q: WHAT IS YOUR POLICY ON RETURNED CHECKS? (“NSF”)

A: Returned checks must be paid immediately with a money order, cashiers check or cash. An additional \$25.00 returned check fee must be included. If you fail to contact the POA within five days of notification of your returned check, you will not only be excluded from participating in the upcoming event, you will also not be permitted to participate in any future events held by PGA POA.

Q: WHAT IF I DON’T HAVE A PHOTO OF MY WORK?

A: You or a friend can take digital pictures and print them on your computer. If you don’t have a digital camera or computer, you can purchase an inexpensive disposable camera and have the photos developed at any local store that offers photo processing (such as Walgreens or Publix).

Q: WHERE CAN I GET A TABLE OR TENT?

A: If you are selected, having a tent is mandatory: you MUST have your own 10 ft x10 ft tent. It is your responsibility to set up and break down your tent, table(s) and displays. You may not encroach into any area outside of your assigned space. Tables can be purchased at any office supply store or department store such as Target, WalMart, etc. All tent canopies must be able to withstand wind and must be secured without stakes into the ground. Tents can be **purchased** at Craft Hut (800) 678-8677, Showoff (800) 771-7469, Flourish Company 800-296-0049, or you can check E-Bay on the internet for good deals on new and used tents! Sometimes, you can find tents at discounters such as BJ’s, Costco, or other similar stores. So that we can allow as many participants as possible, the POA has not required the use of white tents; however, all tents must be quality without holes or patches and must be of a type typically used at craft and art fairs (ie: *not* camping tents!).

Q: HOW DO I KNOW WHERE MY SPACE WILL BE?

A: You will be notified by mail where your space is located within the Masters Park site in PGA National and the space will be marked off at the site. You may NOT encroach outside of your marked off space. A map and letter will be sent to all participants before the event and you will be shown your space when you arrive the morning of the show.

Q: HOW DO I SET UP MY AREA TO DRAW INTERESTED SHOPPERS?

A: Tables *must* be neatly draped on four sides but be sure the cover doesn't hang onto the ground and become a tripping hazard! You can also cover tent side panels with fabric or carpeting although this is NOT mandatory. No paper, hand-lettered signs. You may use computer generated signs that are neat and professional in appearance and any such signs must be neatly framed. Your name (or company name) should be attractive but not too bold or obstructive.

Q: WHAT IS YOUR CANCELLATION/REFUND POLICY?

A: Sometimes there are too many of one type of crafter (for example, jewelry). If you are not selected, you will be notified by mail by the end of October. The \$20.00 application fee is non-refundable; however, your photos will be returned IF requested upon submission of your application. There is no refund for cancellation or weather and no "rain date" for the event. Once you are selected to participate, you will be required to submit the \$20.00 participation fee. The participation fee must be paid by November 15th. These fees are used for City Permits, advertising, etc. PGA POA is a not-for-profit corporation so we are able to keep the entry fee to a minimum. Since we use the funds paid by participants to cover all costs, this also means we cannot refund fees.

Q: WHAT IS THE POLICY FOR ADVERSE WEATHER?

A: Because this event is held in your community, and we are not professional festival organizers, we cannot guarantee our ability to reschedule a show for a future weekend if adverse weather arises. The event will go on, rain or shine. You may want to bring plastic cloths, bags, bins, etc. where you can safely store any items not on display at the moment. All such bags and bins must be stored out of view.

Q: DOES EVERYTHING I DISPLAY HAVE TO BE HAND MADE?

A: Yes, it is imperative that the work you display be your own, hand-made work. You will be asked to remove any suspected resale or commercially produced items and you will not be invited to participate in future events.

Q: WHEN DO I NEED TO BE THERE TO SET UP?

A: You may begin setting up at 7:00 a.m. on the morning of the show. You **MUST** be set up with all items on display a minimum of 30 minutes before the "official" opening time of 10:00 a.m. You or your representative is required to remain at your area from 10:00 a.m. until 4:00 p.m. **ABSOLUTELY NO** breaking-down of any display or storing of your items is permitted until **AFTER** the 4:00 p.m. show completion time. We want to give our residents and visitors to the area time to see all the crafts!

Q: CAN I BRING MY PETS TO A SHOW?

A: Sorry, but due to insurance requirements, artists are not allowed to bring pets to the show. Last year, some artists had family members visit with their pets. This is also prohibited. **THERE ARE NO EXCEPTIONS! PETS ARE PROHIBITED! YOU WILL BE ASKED TO REMOVE THE PET OR CLOSE YOUR AREA (IF YOU CANNOT HAVE THE PET PICKED UP).**

Q: DO I NEED TO COLLECT SALES TAX?

A: According to government laws, all sales of tangible goods must be taxed. Sales tax in Palm Beach County is 6.5%. You are responsible for researching, collecting and reporting your sales and taxes. You should contact the Florida Department of Revenue for additional information.