

**POLICIES AND GUIDELINES
PRESCOTT AREA WOODTURNERS**

POLICY 2 – PUBLIC EVENTS

The Events Chair is responsible for all PAW sponsored public events. Public events may be used for education, fundraising, recruiting new members, or any combination of these purposes.

The Board of Directors shall determine in advance, preferably on an annual basis, what public events will be sponsored for each fiscal year and shall notify the membership with sufficient time to prepare for the events.

Section 1. Public Education and Recruitment Events

PAW may use public events to promote the purpose of the club to inform, educate and foster the art and craft of lathe-turning for its members, educational institutions and the interested public and to recruit new people to join PAW as members. Public education and recruitment events may be conducted in conjunction with public sales events. Education and recruitment events may include, but not be limited to, presentations, information brochures, books and videos, displays of woodturning items and activities, lathe turning demonstrations, and verbal discussions by PAW members.

Section 2. Safety at Public Events

Public event participants shall comply with the PAW Safety Policy and AAW safety guidelines to protect the safety of all participants. The PAW Safety Chair shall ensure that proper safety procedures are implemented and followed at public events.

Section 3. Public Sales Events

Public sales events may financially benefit the club, financially benefit members, or benefit both the club and members.

Section 3.1. Sales events that financially benefit the club

Public sales events that financially benefit the club shall be determined by the Board of Directors. These events may be used to sell donated items with all proceeds retained by the club. The club may hold raffles at public sales events, with or without items donated by members, with all proceeds retained by the club.

Section 3.2. Sales events that financially benefit members

Public sales events that financially benefit members are club sponsored but all sales are made by individual members, although the club may assist with the administration of the sales. Costs of the sales will be paid by the sale participants with the club acting as agent for those members participating in the sale in order to comply with the rules of tax authorities and the public sales event sponsors.

Section 3.3. Sales event guidelines

All public sales event participants shall comply with the following guidelines:

3.3.1 All club public sales events are open to all current members.

3.3.2 Items offered for sale must be made by a member and must be partially or wholly created on a lathe.

3.3.3 Sale participants must sign an agency agreement confirming that the sales are that of the member and that the member is responsible for all taxes and other items as may from time to time be noted in the agreement. The club is responsible for arranging the event and ensuring that the rules of the promoting organization and government agencies are followed.

3.3.4 A deposit is required at the time of application to participate in each sale event.

3.3.5 The number of sale participants will be based on the space available for each sales event.

3.3.6 Sales event participant selection will be by random draw, if required, until all available spaces are filled. Sales space locations will be assigned in the random draw.

3.3.7 If there are more sale participant applications than available sale spaces for an event, the participants denied space in that event will have the first right of refusal for participation in the next sales event.

3.3.8 Sales event fees will be paid by sale participants and divided equally by the number of sales spaces available.

3.3.9 Sales event spaces may be divided between two or more members to reduce cost or for lack of items to sell. The member drawn for a shared space will be responsible for the full share of the space cost. Collection of the space cost from sub-participants is the responsibility of the member drawn for that space.

3.3.10 Sale participants shall help with the setup and takedown of sales event equipment.

3.3.11 Sale participants shall be responsible for the removal of their items at the end of the sale.

3.3.12 Sale participants shall be available during the sale to talk with interested visitors who have questions about woodturning or items on display.

3.3.13 Sale participants shall be willing to sell all items offered for sale including items for sale by other members.

3.3.14 Sale participants who do not comply with these guidelines may be barred by the Board of Directors from participating in future PAW sales events.

Board Approved May 17, 2021