Application

Reading-Berks Chapter PGC

Presents the 10th Annual

Spring Fine Arts & Crafts Festival

At Kutztown University Field House -- March 24, 25, 2012

Print clearly - We will publish our advertising from this information!

Name: (*As it will appear in Program*)		
Craft:		
Address:	City:	State/ Zip
Phone:	Email:	PA Sales Tax No.
License number and description of vehicle you will be driving.		
I am interested in participating in the March 21, 2012 BCTV program in Reading. YES NO		
Name and address of your local newspaper		
Submit a CD and/or E-mail-ready biography and photographs of your work along with your application. Biographies and photographs will be selected for newspapers, magazines and Calendar-of-Event advertising.		
VOLUNTEERS: I will volunteer an hour of my time for admissions on SAT. AM _____; SAT. PM _____; SUN. AM _____; SUN. PM_____; OR prefer to assist at set up and clean up _____. **Contact Pat Oxenford to discuss your volunteer time / duties -- 610-385-3431 or email paoxenford@dejazzd.com** **NOTE:** ***If you choose not to volunteer your time for show duties, please include the $20.00 non-volunteer assessment fee with your application.***		
I am a member of Chapters, PGC		
*If planning to demonstrate your craft, please give a brief description of your demonstration		
I will need flyers for distribution. Yes, How Many No		

Amount enclosed: Booth Fee: **BOOTH FEES:**

_____ $125.00 for a 10 ft. X 10 ft. booth
_____ $125.00 for a 5 ft. x 20 ft. booth
_____ $175.00 for a 10 ft. x 15 ft. booth
_____ $175.00 for a 10 ft. x 10 ft. corner booth
_____ $ 75.00 for rental of pipe and drape fixtures if you do not have the required backdrop** (*booth space additional)*
_____ $ 20.00 assessment if unable to volunteer for show duties*
_____ $ ***10.00 DISCOUNT IF APPLICATION COMPLETED AND PAID AT HOLIDAY SHOW or 11/1/2011 Chapter meeting***
_____**$ 10.00 INCLUDE PENALTY FEE IF APPLICATION IS RECEIVED ON OR AFTER *MARCH* 1, 2012**
_____ **TOTAL AMOUNT ENCLOSED** _____**CHECK NUMBER**

☐ *I will demonstrate my craft and require _____ extra feet of booth space

☐ **YES, I do have the required backdrop for my booth** ☐ **NO, I DO NOT have the required backdrop for my booth.**

Check No. _____ made payable to **Reading-Berks Guild - PGC**

Forward completed application and payment to: Reading-Berks Guild of Craftsmen, ATTN.: Holiday Show, P.O. Box 85, Mohnton, PA 19540

***Agreement**: I, the undersigned do forever discharge, release and hold harmless the Reading-Berks Chapter PGC, Kutztown University, the Kutztown PA Cultural Heritage Center and/or the University Foundation and all other agents from any and all manner of action or damages, claims arising from any loss or damage to the person or property of the undersigned while participating in this event and thereby consents to enforcement of all rules and regulations of the show. Failure to abide by the rules and regulations may lead to being asked to leave the show and terminate the reservation without refund. We, the show promoters will not assume any responsibility for personal injury, theft, fire or breakage to you or your merchandise*

Signature required: _____ *Date:* _____

Please make a copy of this application for your records. Thank you.

Reading-Berks Chapter - PA Guild of Craftsmen

2012 -- Our 10th Annual Juried Spring Craft Festival

Show Information Sheet

DATES: **Set-up - Friday, March 23, 2012**
Show - Saturday, March 24, 2012 and Sunday, March 25, 2012

HOURS: **Saturday 9:00 AM - 5:00 PM; Sunday 10:00 AM - 4:00 PM**

LOCATION: Kutztown University, Keystone Hall (Field House) This is a large facility with plenty of room.

- We will have live music and food service in a café area.

ELIGIBILITY: Participation is for juried members in of the Reading-Berks Chapter and PA Guild of Craftsmen. Priority is given to Guild members. Subsequent applications will be solicited from state juried members, other PGC chapter juried members and invited fine artists.

SET-UP: Friday, March 23, 2012 from <u>4:00 PM to 8:00 PM</u> for set-up other than committee. -- *We, the committee, need to set-up and be ready for all of you. (With this facility there are six (6) sets of doors to enter for both set-up and tear-down. NOTE: If you are handicapped and need additional assistance please contact the committee before the set-up date.*

DOORS OPEN AT 7:00 AM ON SATURDAY, March 24, 2012 for last minute preparation.
BREAKDOWN: SUNDAY, March 25, 2012 begins at 4:00 PM. Violators will jeopardize future acceptance to the show.
SUBMIT PAYMENT AND COMPLETED APPLICATION TO: Reading-Berks Guild - PGC, P.O. Box 85, Mohnton, PA 19540

<u>BOOTH INFORMATION</u>

- **<u>YOU MUST HAVE A 3-SIDED BOOTH</u>**. Walls/backdrops must be minimum 6 feet or higher. Booths must have a professional appearance with covered backdrops on 3 sides. (Two (2) sides for corner spaces). Booth structures or materials cannot extend into adjacent spaces or aisles. **If you do not have a proper backdrop or booth walls, you will be charged an additional $75.00 for a 3-sided pipe and drape only booth.**
- **<u>ELECTRICITY</u>**: No additional charge. Electricity is limited to 240 watts per booth. Electricity requirements will be closely monitored and enforced.
- After receiving your application, you will be notified with an acceptance packet.*
- **<u>REFUND POLICY</u>**: Full refund will be honored up to the last day of January, 2012. Half refund will be honored up to the last day of February, 2012. There will be NO refunds after March 1, 2012.
- **<u>RETURNED CHECKS:</u>** There will be a $20.00 fee on any returned checks.
- ***<u>VOLUNTEERS</u>**: *Reading-Berks chapter's show policy requires all show participants to perform at least one (1) show related task.* ***<u>Participants who are unable to volunteer their time should include the additional $20.00 non-volunteer fee in their application.</u> All show weekend volunteers will be notified with a schedule in their show packet.***.

Please keep this paper for your information and submit only the Show Application. Please make a copy of the application for your records prior to mailing. Thank you.

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