

# Reading-Berks Chapter - PA Guild of Craftsmen

## 62<sup>nd</sup> Annual Juried Holiday Fine Arts & Craft Festival

### Information Sheet

**DATES:** Set-up - Friday, October 28, 2011  
Show - Saturday, October 29, 2011 and Sunday, October 30, 2011

**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.

**FYI - FOR FUTURE PLANNING** -- *For your future planning of our holiday show dates, please note that odd numbered years, i.e., 2011, 2013, 2015, etc. will be held the last full weekend of October. For even numbered years, i.e., 2012, 2014, 2016, etc. will be held the first full weekend of November.*

**ELIGIBILITY:** Participation is limited to (certificate) juried members in good standing who are in accordance with the aims and purposes of the Reading-Berks Chapter of the PGC. Priority is given to juried members of the Reading-Berks Chapter. Subsequent applications will be solicited from state juried members.

**HOLIDAY BOOTH DECORATIONS ARE REQUIRED.** For your convenience, we will be taking orders for holiday flowers, including mums and poinsettias which will be delivered to your booth on Friday, October 29th. Information will be included in the Reading-Berks Summer issue of our newsletter. *Deadline for flower orders will be October 15, 2010.*

**SET-UP: Friday, October 28, 2011 from 2:00 PM to 8:00 PM -- NO EARLY SET-UP WILL BE ALLOWED. THIS WILL BE ENFORCED.** *We, the committee, need to set-up and be ready for all of you. (With this KU 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, OCTOBER 29, 2011** for last minute preparation.

**BREAKDOWN: SUNDAY, OCTOBER 30, 2011** begins at 4:00 PM. Violators will jeopardize future acceptance to the show.

### **BOOTH INFORMATION**

- **YOU MUST HAVE A 3-SIDED BOOTH.** 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.**
- **ELECTRICITY:** 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.\*
- **REFUND POLICY:** Full refund will be honored up to the last day of July. Half refund will be honored up to the last day of August. **There will be NO refunds after August 31, 2011. LATE FEE of \$10 will be charged for applications received on or after October 1, 2011.**
- **RETURNED CHECKS:** There will be a \$20.00 fee on any returned checks.
- **\*VOLUNTEERS:** *Reading-Berks chapter's show policy requires all show participants to perform at least one (1) show related task. Participants who are unable to volunteer their time should include the additional \$20.00 non-volunteer fee in their application. Volunteers are needed for set up and clean up as well as admissions, raffle ticket sales and greeters during the show hours.*
- **DUE TO STRICT CHAPTER GUIDELINES, CHILDREN UNDER THE AGE OF 18 YEARS OF AGE ARE NOT ALLOWED TO WORK THE GATE NOR BE IN ATTENDANCE AT THE ADMISSION BOOTH.**

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

# Reading-Berks Chapter - PA Guild of Craftsmen

## 62<sup>nd</sup> Annual Juried Holiday Fine Arts & Craft Festival Application

Kutztown University's Field House - October 29<sup>th</sup>, & October 30<sup>th</sup>, 2011

*Please print or write clearly. - We will publish our advertising from this information!*

NAME: (As it will appear in our program) \_\_\_\_\_

JURIED CRAFT: \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE/ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL \_\_\_\_\_ PA SALES TAX NO. \_\_\_\_\_

LICENSE PLATE AND VEHICLE DESCRIPTION, INCLUDING TRAILERS \_\_\_\_\_

Juried Member of the Reading Berks Chapter PGC \_\_\_\_\_; State PGC \_\_\_\_\_; Other Chapters \_\_\_\_\_

Number of years in the Reading-Berks Chapter PGC \_\_\_\_\_ Number of Reading-Berks chapter meetings attended last year \_\_\_\_\_

Number of years in the Holiday Show \_\_\_\_\_ Number of years in the Spring Show \_\_\_\_\_ Do you serve on any Reading-Berks committees, if so list committees and number of years served \_\_\_\_\_

Do you have a 3-sided booth (Minimum height 6 feet) YES \_\_\_ NO\*\* \_\_\_

**\*\*If not, you will be charged an additional \$75.00 to rent a 3-sided pipe and drape only booth.**

Will you need postcards for distribution. YES \_\_\_ NO \_\_\_, if so, how many? Postcards \_\_\_\_\_

Will you pick them up at a regular monthly Reading-Berks Chapter meeting YES \_\_\_ NO \_\_\_

**Biographies are randomly selected for local newspaper and our Website coverage only if the information below is completed.**

Name and address of your local newspapers \_\_\_\_\_

***Submit a CD and/or Email ready biography and photographs of your work along with your application. Biographies and photographs will be selected for newspapers, magazines and calendar-of-events advertising.***

May we use your information on the website YES \_\_\_ NO \_\_\_

Would you like to be on BCTV's, *Your Berks Craftsmen* program (Reading, PA) in September YES \_\_\_ NO \_\_\_

**WOULD YOU BE INTERESTED IN PLACING AN AD IN OUR HOLIDAY SHOW ADVERTISING? YES \_\_\_ NO \_\_\_**

For additional information regarding an ad, contact: \_\_\_\_\_ Phone \_\_\_\_\_

**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. (Children under the age of 18 years are not permitted to work the gate or sit at the admissions table).**

### BOOTH FEES:

\_\_\_\_\_ \$160.00 for a 10 ft. X 10 ft. booth

\_\_\_\_\_ \$160.00 for a 5 ft. x 20 ft. booth

\_\_\_\_\_ \$235.00 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 SPRING SHOW BY 3/27/2011 or Chapter Meeting 4/5/2011**

\_\_\_\_\_ \$ **10.00 INCLUDE PENALTY FEE IF APPLICATION IS RECEIVED ON OR AFTER OCT. 1, 2011.**

\_\_\_\_\_ **TOTAL AMOUNT ENCLOSED** \_\_\_\_\_ **CHECK NUMBER**

You will be notified with an acceptance packet.

Make checks payable to **Reading-Berks Chapter - PGC**

Mail completed application, check, biography (if desired), CD, Website link and/or 3 photos to:

**Reading-Berks Guild of Craftsmen, ATTN.: Holiday Festival, 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 German 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 \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Please make a copy of this application for your records before mailing. Thank You, The Reading-Berks Chapter, PGC