



**Application**  
**Reading-Berks Guild of Craftsmen**  
*Presents the 68<sup>th</sup> Annual*  
**Holiday Fine Arts & Crafts Festival**  
 Kutztown University's Michael O'Pake Field House – Nov 4 & 5, 2017  
 Print clearly - We will publish our advertising from this information!

Name: _____		<i>(As it will appear in Program)</i>
Juried Craft: _____		Website: _____
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 October BCTV program in Reading. YES NO		
Name and address of your local newspaper _____		
<b>Submit a CD and/or E-mail biography and photographs of your work along with your application. Biographies and photographs will be selected for newspapers, magazines and Calendar-of-Event advertising.</b>		
<b>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 _____.          NOTE: *If you choose <u>not</u> to volunteer your time for show duties please include the \$20.00 non-volunteer assessment fee with your application.</b>		
Would you be interested in placing an ad in our Holiday Show Advertising Supplement? ___ YES ___ NO		
I am a juried member of _____		Chapters, PGC
*If planning to demonstrate your craft, please give a brief description of your demonstration _____		
<input type="checkbox"/>	*I will demonstrate my craft and require _____ extra feet of booth space	
I will need flyers for distribution. No, -- Yes, How Many _____ Pick-up _____ or to be Mailed _____		

**Amount enclosed: Booth Fee:**

- \_\_\_\_\_ \$180.00 for a 10 ft. X 10 ft. booth
- \_\_\_\_\_ \$180.00 for a 6 ft. x 20 ft. booth
- \_\_\_\_\_ \$200.00 for a 10 ft. x 10 ft. corner booth
- \_\_\_\_\_ \$260.00 for a 10 ft. x 15 ft. booth
- \_\_\_\_\_ \$ 10.00 rental fee per 8 ft. table (number of tables \_\_\_\_\_)
- \_\_\_\_\_ \$ 75.00 for rental of pipe and drape fixtures (10' x 10' or 6' x 20') if you do not have the required backdrop\*\*  
*(booth space additional)*

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

- \_\_\_\_\_ \$ 15.00 Non member fee
- \_\_\_\_\_ \$ 20.00 assessment if **unable** to volunteer for show duties\*
- \_\_\_\_\_ \$ **10.00 DISCOUNT IF APPLICATION COMPLETED AND PAID by April 31, 2016**
- \_\_\_\_\_ \$ **10.00 PENALTY FEE IF APPLICATION IS RECEIVED ON OR AFTER October 1, 2016**
- \_\_\_\_\_ **TOTAL AMOUNT ENCLOSED**

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

**Forward completed application and payment 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 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.*



*Show Information*  
**Reading-Berks Chapter PGC**  
*Presents the 68<sup>th</sup> Annual*

**Holiday Fine Arts & Crafts Festival**

*At Kutztown University's Michael O'Pake Field House – Nov 4 & 5, 2017*

South Campus Dr (corner of Trexler Ave and Baldy St) Kutztown PA 19530

[www.rbcrafts.org](http://www.rbcrafts.org)

**DATES:** Set-up - Friday, Nov 3, 2017 (*General set up after 2:00 PM*)  
Show - Saturday, Nov 4 and Sunday, Nov 5, 2017

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

**LOCATION:** *Kutztown University's Michael O'Pake Field House (formerly Keystone Hall.)* This is a large facility with plenty of room on South Campus Drive (corner of Trexler Ave and Baldy St) Kutztown University, Kutztown PA 19530

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

**ELIGIBILITY:** Participation is for juried members of the Reading-Berks Chapter and PA Guild of Craftsmen. Priority is given to Reading-Berks Guild members. Subsequent applications will be solicited from state juried members, other PGC chapter juried members and invited fine artists. **Application deadline is October 1, 2017.**

**SET-UP:** Friday, from 2:00 PM to 8:00 PM for set-up other than committee. -- *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** for last minute preparation.

**BREAKDOWN:** **SUNDAY** 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. Also include a CD or Email biography and photographs for advertising purposes.

**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. (2 sides for corner spaces). Booth structures or materials cannot extend into adjacent spaces or aisles. **NO CANOPY TOPS ARE PERMITTED.** **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 booth. Please do not scratch or damage the floor with your booth walls or furnishings. If necessary, place a protective covering on the floor.**
- **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 until September 1. There will be NO refunds after that.
- **RETURNED CHECKS:** There will be a \$25.00 fee on any returned checks.
- **\*VOLUNTEERS:** *Reading-Berks chapter's show policy requires all show participants to perform at least one show related task. **Participants who are unable to volunteer their time should include the additional \$20.00 non-volunteer fee in their application.** 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.

# 2017 Reading-Berks Guild of Craftsmen Holiday Festival

## Pick-A-Prize Raffle Donation

**Submission Deadline: Chapter Meeting, Tuesday, Oct 3, 2017**

*All items must be submitted by this date. Items will not be accepted at show set-up UNLESS prior arrangements have been made by contacting Jodi – see contact information below.\**

If you are interested in donating a craft item, please complete this form and return it with your show application or submit it with your item at the monthly chapter meetings on or before 10/3/2017.

\*If you are unable to attend our monthly meetings, please make arrangements to pick-up/drop-off of your item by contacting Jodi Bryza-Stevenson: Email [jodimbs@comcast.net](mailto:jodimbs@comcast.net) , Home: 610-374-9356 or Cell: 484-769-9250.

**Please note:** You may submit this form prior to handing in your item to reserve your space. **All forms must be submitted to Jodi by the deadline.**

**Please be sure to provide the following with your item:**

- Two business cards. One attached to the item, and one to the packaging.
- Your own professional packaging (boxes, bubble wrap, tissue, bags, etc.).
- Display(s) to present your item for photography and at the raffle table (jewelry displays, small stands for framed work, hangers for clothing, etc.). Displays will be returned to you after the drawing is complete.

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### 2017 Holiday Show Pick-A-Prize Raffle Donation Artist Information

Name: \_\_\_\_\_

Business name: \_\_\_\_\_

Phone # and/or e-mail: \_\_\_\_\_

### Item Information

Description: \_\_\_\_\_

*Media:* \_\_\_\_\_