



**Application**  
**Reading-Berks Guild of Craftsmen**  
**72<sup>nd</sup> Annual Holiday Fine Art & Craft Festival**  
 Kutztown University's Michael O'Pake Field House, Kutztown PA  
 October 29 & 30, 2022

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

Name (as it will appear in program): \_\_\_\_\_

Juried Craft: \_\_\_\_\_ Website: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_ PA Sales Tax # \_\_\_\_\_

License # 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: \_\_\_\_\_

If you are not a member of the Reading-Berks Guild of Craftsmen, email 4 photos or a link to your website. If you are a member, email photos for publicity. Email to [info@rbcrafts.org](mailto:info@rbcrafts.org)

I am a juried member of \_\_\_\_\_ Chapters PGC

**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 not to volunteer your time for show duty please include \$25.00 non-volunteer fee with application.

If planning to demonstrate your craft and you need more space, please email [festivals@rbcrafts.org](mailto:festivals@rbcrafts.org)

I will need flyers for distribution. NO YES How many? \_\_\_\_\_ Pick-up at meeting \_\_\_\_\_ or to be Mailed \_\_\_\_\_

**Amount enclosed: Fees:** (Pipe and Drape are included in the booth fees. Number of booths is limited to 75.)

- \_\_\_\_\_ \$200.00 for a 10 ft x 10 ft. booth
- \_\_\_\_\_ \$210.00 for a 6 ft x 20 ft booth
- \_\_\_\_\_ \$220.00 for a 10 ft x 10 ft corner booth
- \_\_\_\_\_ \$250.00 for end cap 6 ft x 20 ft
- \_\_\_\_\_ \$300.00 for a 10 ft x 15 ft booth
- \_\_\_\_\_ \$10.00 rental fee per 8 ft. table (number of tables \_\_\_\_\_)
- \_\_\_\_\_ \$25.00 Non member fee
- \_\_\_\_\_ \$25.00 assessment **if unable** to volunteer for show duties
- \_\_\_\_\_ \$25.00 **DISCOUNT IF APPLICATION COMPLETED AND PAID by July 4th**
- \_\_\_\_\_ **\$25.00 PENALTY FEE IF APPLICATION IS RECEIVED ON OR AFTER October 1**

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



**Show Information**  
**Reading-Berks Chapter PGC**  
**72<sup>nd</sup> Annual Holiday Fine Art & Craft Festival**  
**Kutztown University's Michael O'Pake Field House, Kutztown PA**  
**October 29 & 30, 2022**  
**South Campus Dr (corner of Trexler Ave and Baldy St) Kutztown PA 19530**  
**[www.rbcrafts.org](http://www.rbcrafts.org)**

**DATES:** Set-up - Friday, Oct 28 (*General set up after 2:00 PM*)  
Show - Saturday and Sunday, Oct 29-30.

**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 on South Campus Drive (corner of Trexler Ave and Baldy St) Kutztown University, Kutztown PA

**Masks and social distancing may be required. We must follow KU requirements.**

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 Oct 1.**

**SET-UP: Friday, from 2:00 PM to 8:00 PM.** -- *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 email photos for publicity use.

**Booths are limited to 75.**

***Pipe and drape are included in booth fees.***

- Booth structures or materials cannot extend into adjacent spaces or aisles. **NO EASY-UP TYPES OR CANOPY TOPS ARE PERMITTED.** *Please do not scratch or damage the floor. Any lighting stands, racks or display units must have feet or covers to protect the floor. Lighting should be LED if possible.*
- **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 email.
- **REFUND POLICY:** Full refund will be honored until October 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 \$25.00 non-volunteer fee in their application. All show weekend volunteers will be notified with a schedule in their show packet.*

- **Questions?** Email [info@rbcrafts.org](mailto:info@rbcrafts.org).
- 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.

# 2022 Reading-Berks Guild of Craftsmen Holiday Festival

## Pick-A-Prize Raffle Donation

**Submission Deadline: Chapter Meeting, Tuesday, Oct 4.**

*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 October.

\*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.

---

### 2022 Holiday Show Pick-A-Prize Raffle Donation

#### Artist Information

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

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

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

#### Item Information

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

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