



rbcrafts.org

APPLICATION

Reading-Berks Guild of Craftsmen's, 73rd Annual Holiday Fine Art & Craft Festival
Kutztown University's Michael O'Pake Field House, Kutztown, PA 19530
November 4 & 5, 2023

Please 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: \_\_\_\_\_

Contact information, as it will appear in our program (Pick One): \_\_\_ Phone \_\_\_ Website \_\_\_ Email \_\_\_ Other (list below): \_\_\_\_\_

License# and description of vehicle you will be driving: \_\_\_\_\_

Each vendor is responsible for having their own Pennsylvania Tax ID Number. Each vendor is responsible for collecting and reporting their own Pennsylvania sales tax.

I am interested in participating in the October BCTV program in Reading: \_\_\_ YES \_\_\_ NO

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

IMAGES: If you are not a member of the Reading-Berks Guild, send four high quality images of your work, and one of your booth. Member's, please send us updated images of your work. Send images to: images@rbcrafts.org

If planning to demonstrate your craft and you need more space, please email us at: festivals@rbcrafts.org

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

VOLUNTEERS: I will volunteer an hour of my time for admissions on following day and time:

SAT. AM \_\_\_; SAT. PM \_\_\_; SUN. AM \_\_\_; SUN. PM\_\_\_; or prefer to assist at set up and clean up \_\_\_\_\_.

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

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 is completed and paid by July 4th
\$25.00 late fee if application is received on or after October 1st
TOTAL AMOUNT ENCLOSED

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

Send 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: \_\_\_\_\_



rbcrafts.org

## SHOW INFORMATION

Reading-Berks Guild of Craftsmen's, 73<sup>rd</sup> Annual Holiday Fine Art & Craft Festival  
Kutztown University's Michael O'Pake Field House, Kutztown, PA 19530  
South Campus Drive (Trexler Ave & Baldy St)

**November 4 & 5, 2023**

**DATES:** Set-up - Friday, November 3, 2:00 PM – 8:00 PM  
Show - Saturday and Sunday, November 4 & 5.

**HOURS:** Saturday 9:00 AM - 5:00 PM; Sunday 10:00 AM - 3:00 PM (Note: new ending time)

**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.

Submit payment and completed application page to: Reading-Berks Guild - PGC, P.O. Box 85, Mohnton, PA 19540.

**Application deadline is October 1.**

**SET-UP:** Friday, from 2:00 PM to 8:00 PM. This facility has six sets of doors to enter for both set-up and teardown. **Please do not block the last space at an entrance door with your vehicle, leave at least a six foot space at each door for everyone to load and unload.** If you are handicapped and need 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 3:00 PM. Violators will jeopardize future acceptance to the show.

**PROMOTION:** Help us to promote the show. Email photos of your work and the process to [images@rbcrafts.org](mailto:images@rbcrafts.org).

**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.

### NOTES:

- All items displayed must be the work of the craftsperson of record and must conform to the Reading-Berks Guild standards: excellence in craftsmanship, resolved design, and a unique voice or style. When possible, work should contain the maker's signature or hallmark. Prints may comprise up to 20% of the display, and must be clearly marked Print, on the product. No "seconds" or "sale" signs are permitted. All shows are floor juried. Work displayed must be representative of your submitted application or you will be asked to remove it.
- Pipe and drape are included in booth fee. Do not hang anything from the pipe and drape.
- We will have live music and food service in a café area.
- Booth structures or materials cannot extend into adjacent spaces or aisles. No Easy-Ups 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.
- Electricity is included with your booth fee. Electricity is limited to 240 watts per booth.
- You will be notified with acceptance to the show via email.
- A full refund will be honored until **October 1**. No refunds will be issued after **October 1**.
- There will be a \$25.00 fee on any returned checks.

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

**Please keep this paper for your information and submit only the Show Application Sheet**

**Please make a copy of the application for your records prior to mailing.**