



APPLICATION

Reading-Berks Guild of Craftsmen's, 74th Annual Holiday Fine Art & Craft Festival
Kutztown University, O'Pake Fieldhouse,
South Campus Drive (Corner of Trexler Avenue and Baldy St.), Kutztown, PA 19530
November 2 & 3, 2024

rbcrafts.org

Please print clearly - We will publish our advertising from this information!

Name: _____

Business name, if different from your name above: _____

Craft: _____ Website: _____

Address: _____ City: _____ State/zip: _____

Phone: _____ Email: _____

Choose ONE point of contact to be listed in our handout program:

Phone ___ Website ___ Email ___ Other: _____

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

I will need postcards for distribution. NO ___ YES ___ How many? _____ Pick-up at meeting ___ Mail to address above _____

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.

- \$200.00 for a 10 ft x 10 ft. booth
\$225.00 for a 10 ft x 10 ft corner booth
\$210.00 for a 20 ft x 6 ft booth
\$230.00 for a 20 ft x 6 ft corner 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
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, 620 Park Road, Lansdale, PA 19446

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

(Keep this sheet for reference)

Reading-Berks Guild of Craftsmen's, 74th Annual Holiday Fine Art & Craft Festival
Kutztown University, O'Pake Fieldhouse,
South Campus Drive (Corner of Trexler Avenue and Baldy St.)
Kutztown, PA 19530
November 2 & 3, 2024

DATES: Set-up - Friday, November 1, 2:00 PM – 8:00 PM
Show - Saturday and Sunday, November 2 & 3.
HOURS: Saturday 9:00 AM - 5:00 PM • Sunday 10:00 AM - 3:00 PM

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 of Craftsmen, ATTN.: Holiday Festival, 620 Park Road, Lansdale, PA 19446

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.

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. 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.
- Any prints should be a representation of your craft, may only comprise up to 20% of the display, and must be clearly marked "Print", on the product.
- 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.

**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.**



Pick-A-Prize Donation

Reading-Berks Guild of Craftsmen's, 74th Annual Holiday Fine Art & Craft Festival
Kutztown University, O'Pake Fieldhouse,
South Campus Drive (Corner of Trexler Avenue and Baldy St.)
Kutztown, PA 19530
November 2 & 3, 2024

Submission Deadline: Chapter Meeting, Tuesday, Oct 1.

*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 Nettie – 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 1, 2024.

*If you are unable to attend our monthly meetings, please make arrangements to pick-up/drop-off of your item by contacting Nettie Posey: Email: netgolf@ptd.net , Cell: 610-823-6377, please leave a detailed message.

Please note: You may submit this form prior to handing in your item to reserve your space.
All forms must be submitted to Nettie 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.

Pick-A-Prize Donation

Reading-Berks Guild of Craftsmen's
74th Annual Holiday Fine Art & Craft Festival
November 2 & 3, 2024

Artist Information

Name: _____

Business name: _____

Phone # and/or e-mail: _____

Item Information

Description: _____