

Welcome to the 6th Annual

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Reading-Berks Chapter PGC - In Partnership with Kutztown University
Spring Fine Arts & Crafts Festival
At Kutztown University -- March 29, 30, 2008

Here 's all the information

Set Up Date: Friday, March 28, 2008– **DOORS OPEN FOR SET-UP AT 4:00 PM** till 9:00 PM – NOTE: **NO EARLY SET-UPS!!!!**

Show Dates: Saturday, March 29, 2008 9:00 AM – 5:00 PM; Sunday, March 30, 2008 10:00 AM – 4:00 PM

Location: Kutztown University's Keystone Field House, South Campus Drive & Baldy Street, Kutztown, PA

Application Deadline: **ASAP** Complete application in full, including volunteer participation. (See VOLUNTEERS info below). Show packets will be mailed on or about February 1, 2008.

Eligibility: Participation is limited to **members in good standing who are in accord with the aims and purposes of the Reading-Berks Chapter**, show sponsor. State PGC members who are in good standing and in accord with the aims and purposes of PGC and who have submitted the required slides for show jurying are invited to participate. Also, invited fine artists who are recommended by members of the Reading-Berks Chapter PGC, and/or who may have participated in a previous chapter show. *(Non-chapter members will be required to submit a minimum of three (3) slides of their work and one (1) slide of their booth display along with completed application).*

Payment: Make checks payable to **Reading-Berks Chapter PGC**, mail completed application, check (jurying slides if required) to **Reading-Berks Chapter PGC, P.O. Box 85, Mohnton, PA 19540.**

Booth Size: 10' x 10' or 5' x 20' cost is \$100.00; 10' x 15' is \$150.00. A limited number of corner and 5' x 20' spaces are available on a first-come, first-served basis. Also, corner booth, regardless of size, will be an additional \$25.00. **Electricity limited to 240 watts. (A comfortable 100 booth spaces will be available on first-come, first-served basis)**

Craft/Artisan Demonstrations: We encourage and highly recommend you to demonstrate your craft (*ESPECIALLY IF YOU HAVE ASSISTANCE AT YOUR BOOTH*) throughout the show since we are promoting this as an educational show.

DEMONSTRATIONS: There will be a number of demonstration booths available; an extra 5 feet of space will be given to qualified artisans. (NOTE: if you wish to demonstrate your craft, you must note and complete the info on the application).

Volunteers: For a successful show it requires many volunteers, **especially at our admissions table**. If you are able to help with the **Admissions Table (Saturday and/or Sunday)**, please indicate Saturday AM or PM, or Sunday AM or PM. Also, help to clean-up Sunday is always welcome. Please specify when you could help at admissions on the application form.

Only hand-crafted items may be displayed and/or sold. NO BUY-SELL ITEMS TO BE DISPLAYED AND/OR SOLD.

Booth Information: **Booths MUST HAVE a professional appearance with covered backdrops on 3 sides (2 sides for corner spaces).** **Backdrops should be a minimum of 6 ft. high.** *Floor covering is recommended.* Booth structures or materials cannot extend into adjacent space or aisles. **Legs of displays, etc. need rubber or carpet underneath to keep from damaging the floor! NO DOUBLE-SIDED TAPE MAY BE USED ON THE FLOOR!**

Refund Policy: There will be no refunds. Your check and application are your commitment and guarantee to attend. There will be a \$20.00 service fee on any returned checks. **YOU MUST BE PRESENT BOTH DAYS OF THE SHOW!**

NO Subletting of booth space: If you are unable to attend once you have been accepted into the show, please contact the show chairperson immediately, **DO NOT** sublet your booth space to another craftsman/vendor.

Set Up /Break Down: Set-up will begin Friday, March 28, 2008, from **4:00 PM until 9:00 PM.** (NOTE: **NO EARLY SET-UPS.**) Doors open at 7:00 AM on Saturday, March 29, 2008 for last minute preparation so you are ready for customers by 8:30 AM. Floor jurying will be at 8:30 AM. Break down begins at the close of the show on Sunday, March 30, 2008 at 4:00 PM **and must be completed by 6:00 PM.** (WE WILL ANNOUNCE WHEN THE SHOW IS OFFICIALLY CLOSED AND TEAR DOWN MAY BEGIN). **Any violators who begin to tear down early (prior to 4:00 PM) will jeopardize future acceptance into this show!**

Any Additional Information. Contact chairperson: Terry Boyer email: wc1860@verizon.net