

# Reading-Berks Chapter - PA Guild of Craftsmen

## *2009 -- Our 60th Annual Holiday Craft Show Show Information Sheet*

**DATES:** Set-up - Friday, October 30, 2009  
Show - Saturday, October 31, 2009 and Sunday, November 1, 2009

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

**NEW LOCATION:** *Kutztown University, Keystone Hall (Field House)* This is a much larger facility with plenty of room.

- We are going to have bus service available for our visitors.
- We will have live music and food service in a café area.

**ELIGIBILITY:** Participation is limited to certificate juried members in good standing who are in accordance with the aims and purposes of the Reading-Berks Chapter of the PGC. Priority is given to juried members of the Reading-Berks Chapter. Subsequent applications will be solicited from state juried members.

**HOLIDAY BOOTH DECORATIONS ARE REQUIRED.** For your convenience, we will be taking orders for poinsettias which will be delivered to your booth on Friday, October 30th. Information will be included in the Reading-Berks August issue of our newsletter. *Deadline for poinsettia orders will be October 15, 2009*

**SET-UP: Friday, October 30, 2009 from 2:00 PM to 8:00 PM -- NO EARLY SET-UP WILL BE ALLOWED. THIS WILL BE ENFORCED.** *We, the committee, need to set-up and be ready for all of you. (With this NEW 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, OCTOBER 31, 2009** for last minute preparation.

**BREAKDOWN: SUNDAY, NOVEMBER 1, 2009** begins at 4:00 PM. Violators will jeopardize future acceptance to the show.

### **BOOTH INFORMATION**

- **YOU MUST HAVE A 3-SIDED BOOTH.** Walls/backdrops must be 6 ft. or higher. Booths must have a professional appearance with covered backdrops on 3 sides. (Two (2) sides for corner spaces). Booth structures or materials cannot extend into adjacent spaces or aisles. **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 only booth.**
- **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 up to the last day of July. Half refund will be honored up to the last day of August. there will be NO refunds after August 31, 2009.
- **RETURNED CHECKS:** There will be a \$20.00 fee on any returned checks.
- **\*VOLUNTEERS:** *Reading-Berks chapter's show policy requires all show participants to perform at least one (1) show related task. Participants who are unable to volunteer their time should include the additional \$20.00 non-volunteer fee in their application. All volunteers will be contacted in September.*
- **DUE TO STRICT CHAPTER GUIDELINES, CHILDREN UNDER THE AGE OF 18 YEARS OF AGE ARE NOT ALLOWED TO WORK THE GATE NOR BE IN ATTENDANCE AT THE ADMISSION BOOTH.**

*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. Thank you.*

REV 031109

*Revised Application*  
**Reading-Berks Chapter PGC**  
**60th Anniversary Holiday Show**

**At Kutztown University's Field House - October 31, & November 1, 2009**

*Please print or write clearly. - We will publish our advertising from this information!*

NAME: (As it will appear in our program) \_\_\_\_\_  
JURIED CRAFT: \_\_\_\_\_  
STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE/ZIP \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL \_\_\_\_\_ PA SALES TAX NO. \_\_\_\_\_  
LICENSE PLATE AND VEHICLE DESCRIPTION, INCLUDING TRAILERS \_\_\_\_\_

Juried Member of the Reading Berks Chapter PGC \_\_\_\_\_ ; State PGC \_\_\_\_\_ ; Other Chapters \_\_\_\_\_  
Number of years in the Reading-Berks Chapter PGC \_\_\_\_\_ Number of Reading-Berks chapter meetings attended last year \_\_\_\_\_  
Number of years in the Holiday Show \_\_\_\_\_ Number of years in the Spring Show \_\_\_\_\_ Do you serve on any Reading-Berks committees, if so list committees and number of years served \_\_\_\_\_

Do you have a 3-sided booth (Minimum 6 ft. height) YES \_\_\_\_\_ NO\*\* \_\_\_\_\_

**\*\*If not you will be charged an additional \$75.00 to rent a 3-sided pipe and drape only booth.**

Will you need postcards and/or posters for distribution. YES \_\_\_\_\_ NO \_\_\_\_\_, if so, how many? Postcards \_\_\_\_\_ Posters \_\_\_\_\_  
Will you pick them up at a regular monthly Reading-Berks Chapter meeting YES \_\_\_\_\_ NO \_\_\_\_\_

**Biographies are randomly selected for local newspaper and our Website coverage only if the information below is completed.**

Name and address of your local newspapers \_\_\_\_\_

***Submit a CD and/or Email ready biography and photographs of your work along with your application. Biographies and photographs will be selected for newspapers, magazines and calendar-of-events advertising.***

May we use your information on the website YES \_\_\_\_\_ NO \_\_\_\_\_

Would you like to be on BCTV's, *Your Berks Craftsmen* program (Reading, PA) in September YES \_\_\_\_\_ NO \_\_\_\_\_

**WOULD YOU BE INTERESTED IN PLACING AN AD IN OUR HOLIDAY SUPPLEMENT? YES \_\_\_\_\_ NO \_\_\_\_\_**

For additional information contact: \_\_\_\_\_ Phone \_\_\_\_\_

**VOLUNTEERS: I will volunteer an hour of my time on SAT. AM \_\_\_\_\_ ; SAT. PM \_\_\_\_\_ ; SUN. AM \_\_\_\_\_ ; SUN. PM \_\_\_\_\_**

**Someone will contact you to discuss your volunteer options and show duties. NOTE: *\*If you choose not to volunteer your time for show duties, please include the \$20.00 non-volunteer assessment fee with your application. (Children under the age of 18 years are not permitted to work the gate or sit at the admissions table).***

**BOOTH FEES:**

\_\_\_\_\_ \$160.00 for a 10ft. X 10ft. booth  
\_\_\_\_\_ \$160.00 for a 5ft. x 20ft. booth  
\_\_\_\_\_ \$235.00 for a 10 ft. x 15 ft.  
\_\_\_\_\_ \$175.00 for a 10ft. X 10ft. corner booth  
\_\_\_\_\_ \$ 75.00 for rental of pipe and drape fixtures if you do not have the required backdrop\*\* (*booth space additional*)  
\_\_\_\_\_ \$ 20.00 assessment if unable to volunteer for show duties\*  
\_\_\_\_\_ **TOTAL AMOUNT ENCLOSED** \_\_\_\_\_ **CHECK NUMBER**

You will be notified with an acceptance packet.

**Make checks payable to Reading-Berks Chapter - PGC**

**Mail completed application, check, biography (if desired), CD and/or 3 photos to: Reading-Berks Guild of Craftsmen,  
ATTN.: Holiday Show, 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 German 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 \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Please make a copy of this application for your records before mailing. Thank You, The Reading-Berks Chapter, PGC

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