

Reading-Berks Chapter - PA Guild of Craftsmen

2009 -- Our 60th Annual Holiday Craft Show

Kutztown University Students 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, *as well as Kutztown University Students*.

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

- **Juried members MUST HAVE A 3-SIDED BOOTH.** Walls/backdrops must be minimum 6 feet 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. **STUDENTS: The Reading-Berks Chapter will assist with booth set-up for students. Please indicate your need for assistance with a booth when submitting your application.**
- **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.*
- **No charge for booth space for students.**
- ***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. (Students do not need to volunteer nor pay an assessment fee for not volunteering).*
- **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.

