

Reading-Berks Chapter - PA Guild of Craftsmen

2010 -- Our 8th Annual Juried Spring Craft Festival

Show Information Sheet

DATES: Set-up - Friday, March 26, 2010
Show - Saturday, March 27, 2010 and Sunday, March 28, 2010

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

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

- 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, and invited fine artists.

SET-UP: Friday, March 26, 2010 from 4:00 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, March 27, 2010 for last minute preparation.

BREAKDOWN: SUNDAY, March 28, 2010 begins at 4:00 PM. Violators will jeopardize future acceptance to the show.

SUBMIT PAYMENT AND COMPLETED APPLICATION TO: Reading-Berks Chapter - PGC, P.O. Box 85, Mohnton, PA 19540

BOOTH INFORMATION

- **YOU 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. **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 January, 2010. Half refund will be honored up to the last day of February, 2010. There will be NO refunds after March 1, 2010.
- **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 show weekend volunteers will be notified with a schedule in their show packet.*
- **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.