

Reading-Berks Chapter - PA Guild of Craftsmen

2010 -- Our 61th Annual Holiday Craft Show Information Sheet

DATES: Set-up - Friday, October 29, 2010

Show - Saturday, October 30, 2010 and Sunday, October 31, 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.

HOLIDAY BOOTH DECORATIONS ARE REQUIRED. For your convenience, we will be taking orders for holiday flowers, including mums and poinsettias which will be delivered to your booth on Friday, October 29th. Information will be included in the Reading-Berks Summer issue of our newsletter. *Deadline for flower orders will be October 15, 2010.*

SET-UP: Friday, October 29, 2010 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 KU 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 30, 2010 for last minute preparation.

BREAKDOWN: SUNDAY, OCTOBER 31, 2010 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 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 July. Half refund will be honored up to the last day of August. **There will be NO refunds after August 31, 2010. LATE FEE of \$10 will be charged for applications received on or after October 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.** Volunteers are needed for set up and clean up as well as admissions, raffle ticket sales and greeters during the show hours.*
- **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.