

Lancaster Historic Home Show - Application 2010 - *please fill out completely*

Postmark Deadline: **December 10**

Notifications Sent: **ASAP, no later than December 31**

Craftsperson of record _____

Trade Name (*how you prefer to be listed*) _____

PA Sales Tax ID: **required for shows in PA** _____

Daytime Phone _____ Cell phone _____

Email _____ Notify me via email regular mail

Address _____

City, State & Zip _____

MEMBERSHIP

- I am a current member.
- I am joining today! Application enclosed.

PLEASE CHECK CRAFT MEDIUM:

- Assorted Basketry Candles Clay
- Fine Art Fiber Glass Metal
- Paper Photo Printmaking Soaps
- Wood Mixed Media Other _____

CRAFT DESCRIPTION (*to be read during show jurying*). Please provide a short description of your work. Do not use adjectives such as beautiful, unique, one-of-a-kind, etc. Instead, use words that explain your original work to fellow experts—such as walnut wood carved on a lathe, lampworked glass beads, etc. Continue on other side as needed.

IMAGE DETAILS: *Please provide image specific information here, such as materials, process, size, etc.*

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) **BOOTH IMAGE - required** _____

GENERAL RELEASE & ACCEPTANCE OF RULES: I have read and agree to abide by the rules and regulations as stated here. In consideration of acceptance to one or more of shows, I hereby forever discharge, release and hold harmless the Pennsylvania Designer Craftsmen, Pennsylvania Guild of Craftsmen and all other of its agents, servants, employees, principles, successors, and assigns from any and all manner of action suits, damages or claims whatsoever arising from any loss or damage to persons or property of the undersigned in association with any of the events and hereby consent to the enforcement of all rules and regulations of the show as set forth.

Signature _____

Date _____

February 26, 27 & 28

indoors at Lancaster County Convention Center, Lancaster

- Booth Size 10'x10': \$600
 10'x15': \$900 1) _____
 10'x20': \$1200

- Corner Booth** \$150 additional 2) _____
Extra Electric \$120 for up to 1000 watts
 \$150 for up to 2000 watts 3) _____

- Program Ads:
 \$100=business card \$800=full page
 \$200=1/4 (3.625"x4.87") Design fee, if needed: \$75 4) _____
 \$400=1/2 (7.5"x4.87")

- Postcard Requests— 50 postcards included.
(quantities over 50, add \$5 for shipping per additional 100) 5) _____

>BOOTH FEE SUBTOTAL (add lines 1 to 5) _____

- I wish to be considered as a demonstrator and need ___ 5' or ___ 10' (*pick one*) additional space if selected.

APPLICATION TOTALS (use separate check PER section below):

- 1) Today's Date:
 - Application Fee (\$15) _____
 - + Slide Fees (\$5/slide, if not sending digital) _____
 - + \$5 for a CD of scanned slides (optional) _____
 - 2) Membership Dues _____
 - if enclosed, today's date, payable to PGC) _____
 - 3) 50% of total fee dated for deposit Dec. 29, 2009 _____
 - 4) 50% of total fee dated for deposit Jan. 4, 2010 _____
- >Total enclosed** (add lines 1, 2, 3 & 4) _____

PAYMENT OPTIONS: We prefer checks. Make all checks payable to **Pennsylvania Designer Craftsmen.**

If you are paying by credit card, please make certain your card will not expire prior to the processing dates above.

Visa MC # _____ - _____ - _____ - _____

Exp. Date: _____ 3-digit code on back of card _____

Name on Card: _____

Signature for credit card: _____

Entry Guidelines

Eligibility: Submissions representing the finest quality craftsmanship are welcome. Membership in the Pennsylvania Guild of Craftsmen is required. If you are not a member, please join by downloading a new Membership form from our website and submit it with dues along with your show application. www.pacrafts.org/join.

Standards for displayed works: All items displayed must be the work of the craftsperson of record and must conform to PGC Standards: excellence in craftsmanship, resolved design and a unique voice or style. Our shows feature original materials by fine professionals, and therefore, assemblages, embellishments, commercial products, or work made from commercially available kits are not eligible. Soaps, candles and other consumables are ALLOWED at this show. Use this application if you are candle or soap maker. Prints may comprise up to 20% of the display, and must be limited edition. No "seconds" or "sale" signs permitted. All shows are floor juried. Work displayed must be representative of your submitted application or you will be asked to remove it.

Sales tax: A valid sales tax certificate is required. You must include a sales tax ID# on this application (PA Dept. of Revenue: 717-787-1064, www.revenue.state.pa.us).

Gala: Show dates include a gala reception, Friday, Feb. 26 from 6 to 9 pm. Saturday show hours are 10 am to 6 pm, Sunday 11 am to 5 pm.

Spaces: Exhibitors provide all aspects of display. Booths must have a backdrop on 3 sides (corner booth 2 sides) providing a visual barrier the entire width, depth and height of booth. You must bring to the show documentation that all display fabrics, canopies or curtains are flame resistant. Nothing (chairs, display, stock, etc.) may extend beyond your booth footprint.

Attendance & Set Up: The craftsperson of record (as listed on application) must be present during the entire show. Registration is required prior to set up. Booths must be set up, staffed and open on time. All loading and unloading is done during specified times. Exhibitor vehicles must be parked in specified locations. Shows held rain or shine. No early breakdown. Discounted exhibitor parking is provided.

Demonstrations: Special demonstration booths are available. If accepted, demonstrators may receive a complimentary 5' by 10' expanded booth space. Demos must be dynamic presentations that inform the public of the importance of handmade crafts and the process involved. Demos are expected to be on-going; comprising 1/3 to 1/2 of your full booth, and you are required to have an assistant to deal with most of your sales. Only State Juried members may apply.

Jury Procedure: Your five images will be projected simultaneously and scored by a carefully-chosen selection committee. Applicants are not identified to the jurors. Jurors are chosen based on their fine craft expertise and represent a variety of media. For each show, exhibitors in each medium are limited to ensure a balanced show. Only those with top scores are accepted. PGC juried members receive a bonus point.

Miscellaneous: Insurance for loss, damage, injury, or liability is your responsibility. Additional guidelines are distributed in pre-show packets.

Payment: All fees must accompany your application. Declined checks or credit cards are fined \$25 per incident. If placed on a Wait List, your check or credit card will not be processed until you are added to the show.

Cancellation Policy & Refunds: Your application is your commitment. Acceptance is by email. In the event you must cancel a show, notify us immediately (717- 431-8706). You are then required to follow up in writing. If your cancellation is made 60 business days prior to show set up day, and your spot can be filled, a 2/3s booth fee credit will be held in your name for 12 months. There are no cash refunds. No credits are made with less than 60 days notice. The PGC/PDC and its employees will not be held liable for refunds or any other liabilities for failure to produce the show due to circumstances beyond its control including but not limited to weather, fire, acts of God, strikes, legal action or other causes.

How to Apply:

Images: We prefer digital images. There is an additional fee for slide submissions.

- 1) Submit four images of your work and one booth image for each category you enter.
- 2) Digital images should be at a minimum 700 pixels on the long side. We accept images that have been prepared for Zapplication, Juried Art Services and other online jury systems. Detailed instructions are on our website: www.pacrafts.org/digital.
- 3) Save each image as a JPEG. Name each as "LastnameFirstname01.jpg (i.e.: SmithJohn01.jpg) Use 01-05 to match image descriptions on the application.
- 4) Burn all five images to a CD and name it "LastnameFirstname2010." Please write this on the CD surface with a felt tip pen. CDs are returned at the shows.
- 5) If you must submit slides, send 4 images of work and one booth. An additional fee of \$25 is charged (\$5 per slide). Label slides with last name on top front and craft category on bottom front. Slides are returned at the shows. You may request your scanned slides placed on a CD for an extra \$5.
- 6) If you need your CD or slides returned before the shows, you must provide a self-addressed stamped padded envelope for the correct amount.

Guidelines

- Images must represent work being displayed.
- No exhibitor names visible in booth images.
- Use current work.
- Poor images—either slide or digital—are the #1 reason expert craftsmen are turned down for our shows. Make certain your image is as good as your craftsmanship.

Thank you for applying to the Pennsylvania Guild of Craftsmen.

For additional information please see our website or visit www.lancasterhistorichomeshow.com