



Instructor Application
Columbus Scrap & Stamp Show
March 27 & 28, 2020
Ohio Expo Center - Columbus, OH

Contact Information:

Prefer to receive information via [ ] Email or [ ] Fax

\*Indicates program listing fields

\*Company Name (exactly as you wish it to appear in promotional materials)

Instructor Name

Pre-show Contact (if different)

Make Materials Fee Check Payable to :

\*Address [ ] do not publish address

City

State

ZIP

\*Published Phone

Direct Phone

Fax

E-mail

\*Website

One form per instructor please - No classes will be added to the schedule without a completed copy of this form on file!
Please print clearly or type and return by October 15, 2019.

Please provide a short biography and digital images for publication on our website of your class projects with your application.

CLASSES WILL NOT BE APPROVED FOR THE SCHEDULE WITHOUT DIGITAL IMAGES OF CLASS PROJECTS. Because we resize images to a standard width, but variable height - if you are compiling your own images of multiple views - please construct them so that they are taller than they are wide, so that the images will be the largest they can be for viewing!

Columbus 2020 Instructor Information:

- All Columbus classes are one hour in length. Please plan your classes accordingly!
- Each classroom will have at least one SMM staff person assigned to check tickets, collect evaluations, etc.
- Each classroom will be equipped with ONE 6 or 8 foot table at the front of the classroom for the instructor's use
- Additional equipment must be provided by the instructor.
- All class materials MUST be kitted and provided by the instructor - must contain complete instructions with an image of the finished project.
- Instructors must bring extra class supplies for kits that are missing items/are mis-packed.
- Additional assistants to the instructor must be arranged and compensated by the instructor and approved by Scrapbooks Mega Meet, LLC.
- NO SELLING is permitted in the classrooms.

Agreement to Instruct:

By submitting this form, the class sponsor agrees that a representative of the sponsor company will teach this class at the COLUMBUS 2020, at one or more sessions, as mutually agreed between the instructor and Scrapbooks Mega Meet, LLC. The class sponsor agrees that if the designated instructor is unable to teach after the class registration materials have been published, either via traditional printed materials, or the internet, that it is the class sponsor's responsibility to secure a comparable approved substitute instructor. The class sponsor also agrees to notify Scrapbooks Mega Meet, LLC if an instructor is being substituted, as soon as possible after the decision to substitute is made. Scrapbooks Mega Meet, LLC retains the right to approve or deny any instructor for any reason. In the event that classes, which the class sponsor has agreed to teach, must be cancelled after class information has been published, and refunds must be issued to the participants, the class sponsor agrees to pay a minimum \$500 administrative fee to underwrite the cost of issuing those refunds. The maximum fee will be determined as \$15 per registered student. Fees will also be incurred if refunds must be issued to students for any reason.

The Instructor agrees to arrive at their workshop location 30 minutes prior to the workshop start time for set-up and remain 30 minutes after the class ends to clean up. All materials to be distributed to students are to be prepared in advance in a "page kit" or similar form to be easily distributed to the class participants at the door.

Samples of all completed projects in .jpg format must be submitted to Scrapbooks Mega Meet, LLC prior to December 15, 2019. Images should be "Portrait" (taller than they are wide). Send these files to info@megameet.com in order for approval of class application. By signing this agreement, I agree that all materials (handouts, images, projects, etc.) are my original work, or that copyright permission has been granted.

By signing this contract, all instructors agree that they will act in a courteous, professional manner at all times during all classes, exhibition show hours and during any events. Any differences of opinion with any of the facilities or show management must only be discussed with show management. Failure to adhere to this clause could result in termination of the instructor contract.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Address all applications, correspondence and make checks payable to: Great Lakes Scrapbook Events - PO Box 621, Hartland, MI 48353. Phone: 248-583-7133, Fax: 734-758-0183, E-Mail: info@megameet.com Web: www.greatlakescrapbookevents.com



Class Proposal
Columbus Scrap & Stamp Show
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One form per class title please - classes without complete information WILL NOT be considered for the schedule!
Please print clearly or type and return by October 15, 2019.

Class length is limited to one hour, with 30 minutes between class sessions.

Class Title: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Please note - Instructor Agreement for this Instructor MUST BE submitted with this Class Proposal

Class Sponsor Name: \_\_\_\_\_

Class Description: (75 words or less) Please email a digital image of the class project to classes@megameet.com, images should be "portrait" - taller than they are wide. Class descriptions may also be emailed to this address, please write "Emailed" in the space below.

\_\_\_\_\_
\_\_\_\_\_

Supplies Student should bring to class:

\_\_\_\_\_

What companies will be promoted during this class?

\_\_\_\_\_

Please describe what each student will leave class with: (e.g. a two-page layout and a card OR a handout and 5 tags) Please also indicate if the student should expect to COMPLETE this project - or if the project will be expected to be completed outside of class.

\_\_\_\_\_

List any and all equipment you require for this class:

(Any equipment, such as slide projectors, video equipment, LCD panels, power strips, extension cords, etc. must be provided by the class sponsor. The A/V company information will be provided to you upon request. The cost of WiFi may be prohibitive to students, so no class should require student internet access.)

This class is designed for scrappers who are: [Beginner] [Intermediate] [Advanced] [All Levels (choose only one)]

This class is best described as: [Project Based] [Technique Based] [Lecture]

Please help us categorize your class: [Scrapbook Layouts] [Cardmaking] [Home Décor] [Mixed Media] [Other]

We would like to teach this class on: [Friday] [Saturday] Please tell us if there are days/times you CANNOT teach: \_\_\_\_\_

If scheduling permits, we would like multiple classes taught by this instructor back to back: [Yes] [No]

If scheduling permits, we prefer our classes be scheduled: [Morning] [Afternoon] [Either/Both]

Classrooms are small - and will support between 20-24 students.

We require that students are charged a materials fee: [No] [Yes] Amount \$\_\_\_\_\_. (MAY NOT EXCEED \$14)
Please note: materials fees are ADDED to our base class fee to determine the class fee charged to the student. For example a \$2.00 materials fee, plus the base class fee, equals the total class fee charged to the student. Materials fees are payable to the class sponsor the week following the show and will be mailed to the address indicated on the instructor application. GLSE retains the base fee. A W-9 form is required to be completed and on file. The 2020 base fee = \$14.
Reimbursement Check (if applicable) made out to: [Sponsoring Company] [Instructor]

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