

North Carolina Gourd Arts & Crafts Festival
Workshop Instructor Information
November 4-5, 2017
<http://www.ncgourdsociety.org>

Dear Gourd Workshop Instructor:

Once again, there is a great demand for workshops during the NC Gourd Festival. The cost of a 12' x 12' class space is \$65 and includes 2 tables with 10 chairs. Drop fee for electrical use is an additional \$25. If electricity is required, we must know in advance to ensure the drops are in place. The instructors must bring their own heavy-duty extension cord. Instructors will be responsible for confirming student acceptance and collecting workshop fees. **Instructors will keep all student fees collected.**

NOTE: Due to the acoustical conditions of the building and complaints from attendees, we will not be offering power cutting or carving class space inside the building. If you wish to teach these types of classes, we will offer outside instructor space at a reduced fee of \$50, but you will need to provide or rent your own tents for this space. Use of hand tools such as chisels or knives is still permissible inside the festival building.

The gourd festival is open to the public from 9 a.m. to 5 p.m. on Saturday and 10 a.m. to 4 p.m. on Sunday. You may start your class as early as 8 a.m. on Saturday and 9 a.m. on Sunday, but you need to finish by the public closing times. Please do not schedule a class during the hour from noon to 1 p.m. on Saturday, since this is the time of the NC Gourd Society auction and we want as many people as possible to attend.

Complete workshop application(s), along with photo(s), resume, and full payment, are due to us **no later than August 1, 2017**, so that we can get them posted to the website and give folks plenty of time to review and register for the classes. If you also plan to be a vendor at the festival, your class booth will be located adjacent to your vendor booth. This will enable you to share electrical connections and will facilitate your students' purchase of any supplies you may carry. We will be adding workshops to the website as they are received.

Please email your application and project photo (as a .jpg file), and resume to echealy@att.net; your check for the fees should be mailed with a printed copy of your application at that time to Ellen Healy, 8900 Jeanew Court, Raleigh NC 27613. The .jpg files should be sent as an attachment; please DO NOT imbed them in your email message.

If you prefer to send everything via the Postal Service, provide a printed application, check for the fees, your resume, and either a hard copy high quality photo or your .jpg photo file on a CD.

If by October 5 the minimum number of students (indicated on your application) is not reached, then you may cancel the class and receive a full refund from the NC Gourd Society. If you cancel a class, you must notify and issue refunds to any students who have signed up. Workshop space deposits are not refundable after October 10.

If you have any questions or comments, you may contact me at 919-996-9192 or echealy@att.net. We look forward to receiving your application(s) by August 1st and seeing you at the festival on November 4-5, 2017!

Until then, happy gourding,

Ellen Healy

Attachment

WORKSHOP APPLICATION
 NC Gourd Arts & Crafts Festival
 November 4-5, 2017

Instructor's Name:	
Address:	
Phone:	Email:
Class Title:	
Class Description:	
Length of Class (in Hours):	Day/Time Preferred:
Minimum # Students:	Maximum # Students:
Will you accept walk-ins, up to your maximum? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(double click to check box)</i>	
Total cost for class (including any supply fees): \$	
Materials to be Supplied by Student:	
Materials Supplied by Instructor:	
Skill Level: <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> All Levels <i>(double click to check box)</i>	
Booth Fee is \$65.00	\$
Electricity Fee (if needed) is \$ 25.00	\$
Total Fee Enclosed	\$
Print and send your check for the fees made out to the North Carolina Gourd Society.	

Check here for electronic forms/photos already submitted by email.

To be considered, your completed application, a photo of project, your short bio/resume, and all fees must be received by Aug. 1st.