

## Instructor Agreement

For and in consideration of the mutual terms and agreement herein, the undersigned agrees to establish a workshop to provide professional instruction during Fiber Forum 2021. The instructor must teach a fiber technique or use of a fiber product in accomplishing a technique. The Instructor should assist in marketing the workshop by communicating from their business or other professional networks to optimize the number of individuals who are aware of Fiber Forum.

On Thursday, April 15<sup>th</sup> the Instructor will arrive at Arrowmont in time to set up classroom and attend dinner at 5:30 PM. The welcome to Arrowmont School of Arts & Crafts and introduction of instructors will take place in the dining hall after dinner. During the Forum the instructor will welcome their students to the classroom after dinner on Thursday. Teaching time will include 2 hours Thursday evening, 6 hours on Friday and Saturday (April 16<sup>th</sup> and 17<sup>th</sup> between 9 am and 4 pm) and 2 hours on Sunday morning. Instructor agrees to set up the room to their specification and return the room to arrival condition at completion of workshop, supply own equipment as necessary, supply handouts and visual aids pertaining to workshop, and collect their material fees.

The Fiber Forum Committee will handle registration and payment. The Fiber Forum Committee will furnish a location for the workshop, publicize and promote the instructors and workshops. The Fiber Forum will terminate this Agreement by giving the Instructor 30 days written notice if fewer than 8 people enroll for workshop and are not responsible for any preparatory cost for cancelled workshop.

Instructor compensation will be a stipend of **\$500** for teaching. The Instructors will be paid at the conclusion of **the workshop - Sunday morning at breakfast. Fiber Forum will also pay Instructor roundtrip travel costs of \$0.50 per mile based on MapQuest** mileage from instructor's city to Gatlinburg, TN. up to **\$200.00**. The instructor is responsible for all travel arrangements and any cost above \$200.00 unless otherwise negotiated with the Fiber Forum Board of Directors. Fiber Forum will provide instructor meals and lodging at Arrowmont from dinner Thursday (April 15<sup>th</sup>) through breakfast Sunday (April 18<sup>th</sup>). Accommodation will be in single or double occupancy rooms. Instructor shall notify Fiber Forum of any accessibility or dietary requirements by March 1, 2021.

All instructional materials distributed during the class remain the property of the Instructor and may not be reproduced for any purpose without the Instructor's express written permission. Audio or visual recording in any form in workshop require the Instructor's permission. Instructor grants Fiber Forum 2021, SFFA, Arrowmont School of Arts and Crafts, and Western North Carolina Fiber/Handweavers Guild collectively called "Hosts", permission to reproduce submitted photographs (images), permission to photograph you or your work during Fiber Forum 2021 for marketing, business and promotional purposes.

The instructor further agrees to release, indemnify, and hold harmless the Hosts, its employees, agents, volunteers, contractors, and suppliers against any and all losses, accidents, damages, injuries, expenses and claims resulting in whole or in part, directly or indirectly, from any aspect of Fiber Forum 2021 resulting from their negligence.

***Only completed applications will be considered. This includes receipt of all requested photographs of instructor, photographs of art/craft project to be taught and completed instructor biography.***

This agreement shall be governed by the laws of the State of Tennessee and contains the entire agreement of the parties. There are no other promises or conditions in any other agreement whether oral or written.

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*This portion of the agreement is interactive and can be completed online. An electronic signature is acceptable. The form can also be printed and completed by hand. Save the completed agreement to your computer as yournameagreement. The PDF extension will automatically be added. Once you have completed and signed this agreement email it to Ruth Howe at [hostguild@sefiberforum.org](mailto:hostguild@sefiberforum.org).*

Instructor Name(s) \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Website \_\_\_\_\_

***I have read and understand this agreement and know it is a legal and binding contract.***

Signature \_\_\_\_\_ Date \_\_\_\_\_