

**THE NATIONAL NEEDLEARTS ASSOCIATION TRADE SHOW AND
THE NEEDLEARTS MARKET GUIDELINES FOR
ASSOCIATION SPONSORED AND MULTI-SPONSORED CLASSES**

Definition:

A skill, technical or business class which will enhance a participant's knowledge without directly benefiting an individual exhibiting company or product.

Payment Structure:

Teacher Compensation Based on Actual Tickets Sold

1-15 students - \$65 per hr
16-20 students - \$75 per hr
21-25 students - \$85 per hr
26-30 students - \$95 per hr
31-35 students - \$105 per hr
36+ students - \$110 per hr

Meals:

Up to \$35 per diem (class days) for meals – receipts required with Reimbursement Form.

Hotel:

The National NeedleArts Show will pay 50% of the hotel expenses for the night preceding scheduled class, and any Saturday night stay (if requested and results in lower airfare). Teacher should provide their credit card upon arrival at the hotel for all hotel expenses. Teacher is to submit a Reimbursement Form within two weeks of the completion of the Show for reimbursement of expenses.

Mileage/Parking:

Mileage by auto in lieu of air travel will be reimbursed at the standard IRS rate, or the lowest available airfare rate (**the lesser of the two**).

Parking and transportation expenses to and from airport will be reimbursed up to \$50.00 with proper receipts. In the interest of the Association, please obtain reasonably priced transportation.

Time of Payment:

Checks will be mailed to you after the show. Any miscellaneous reimbursement (e.g. ground transportation, parking, mileage-as agreed) will be paid approximately 2 weeks following submission of proper receipts with Reimbursement Form.

Airfare:

Teacher should make their airline reservations. Please secure the best and lowest rate possible.

Reservations should be made at least 30 days prior to departure in order to obtain the lowest rate available for the Association. If teacher requests an alternate airline (other than the lowest fare available), any difference in airfare between the requested airline and the lowest fare available will be the responsibility of teacher. Teacher will pay for total airfare and submit the Reimbursement Form within two weeks of the completion of the Show.

If the teacher is fulfilling another commitment or commitments before or after this event, TNNA will pay one-half (1/2) of the total airfare with a submission of the Reimbursement Form within two weeks of the completion of the Show.

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If class is cancelled and teacher has already purchased airfare, TNNA will pay the airline change fee and teacher may use ticket at later date.

Classroom/Audio-Visual/Incidentals:

You will be provided with a classroom set for the number of students you requested. The classroom will be set classroom style, unless requested otherwise, with a head table in front.

Any audio-visual needs or incidental requirements (e.g. flip chart, blackboard) should be conveyed at the time of your class proposal. This is especially relevant should you require a slide or overhead projector as this affects the size of classroom needed. **Important: The Show will be responsible for all expenses related to audio-visual or incidental classroom needs up to \$75.00. Teachers will be responsible for any cost over this amount. This will be deducted from your expense reimbursement check. This will be enforced for 2008 classes.**

Supplies/Freight/Handouts Expenses:

Materials fee covering supplies and other expenses such as freight and photocopies may be charged to the students at "cost value" only and collected by instructor in their class. This amount must be predetermined and conveyed to the Education Committee at time of class proposal in order to be included in attendee registration materials. Instructor should prepare materials for the maximum number of students (as agreed), not the number who pre-register, as registration will continue to be processed on site.

The National NeedleArts Association will not be responsible for expenses related to shipping, materials or handouts.

Rights to Reproduce Handouts:

Please put a copyright notice on all handouts. Decide ahead of time whether or not students may make copies of your handouts.

If you will allow students to make copies please include the following notice (or language very similar) clearly stated on your handouts:

"Retailers in this class have my permission to reproduce these handouts (manual, stitch guide, etc) for use in continuing education at the retail level. All other rights are retained by the author."

If you will not allow students to make copies please include the following notice (or language very similar) clearly stated on your handouts:

"These handouts are for use by Retailers while attending class and for their own personal reference outside class. Retailers in this class may not reproduce these handouts (manual, stitch guide, etc). No portion of these papers may be reproduced without written permission from the author. All rights reserved."

Notes:

*Teacher should arrive at least 10 minutes prior to the start of their class. Class times are listed in the Teacher Agreement and the Buyer Brochure.

*The National NeedleArts Show will provide evaluation forms for teacher to distribute to each student. These evaluation forms should be dropped in the questionnaire deposit bin located in the registration area by the student. A summary of evaluations will be provided to teacher within 30 days after the show for use in preparing for future classes.

By signing below, I agree that I have read, understand and agree to The National NeedleArts Show's Education Guidelines for Association/Multi Sponsored Classes.

Name

Date