

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

Definition:

Any class in which the technique, skill, business idea and/or materials used will directly benefit any one exhibiting company.

Payment:

The Association will not be responsible for any teaching fees or expenses.

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 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 Association will be responsible for a maximum of \$75.00 of expenses related to audio-visual or classroom needs. Any charges over \$75.00 will be billed directly to sponsoring company. 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 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:

*Instructor should arrive at least 10 minutes prior to the start of their class.

*The Association will provide evaluation forms for instructor to distribute to each student. These should be collected by instructor and dropped off at Show's registration desk, or the student may bring the evaluation directly to the registration desk. Copies of evaluations will be provided to instructor 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 Education Guidelines for Exhibitor Sponsored Classes.

Name

Date