

## North Carolina Gourd Arts & Crafts Festival

### Instructor Information

November 9 - 10, 2019

<http://www.ncgourdsociety.org>

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Dear Instructor,

We are excited about this year's festival and hope you will be able to teach some classes. We are all excited to see what classes will be offered this year!! NCGS will again have **online signups** (go to [www.ncgourdsociety.org/festival.html](http://www.ncgourdsociety.org/festival.html) for instructor applications and class description forms), so no need to mail any paper forms. (You will still need to email short bio/resume, your photo, and the class project pictures.) Also, we will be collecting student class fees directly with our online class sign-ups and payments, so instructors will not need to do this. Do not send any payments at this time. We will distribute your instructor check after your last class. See below for further details. To mail in the application and class description forms, use the forms listed under STEP 1 on the website and don't forget to include your short bio/resume, photo, and class project pictures.

### APPLICATION DEADLINE

Please submit your application and all class information by July 15<sup>th</sup>, 2019. The class schedule and online class registration for students will begin on or around August 1<sup>st</sup>, 2019.

### LOW CLASS REGISTRATION OPTION

If by October 1<sup>st</sup> the minimum number of students (indicated on your application) is not reached, then we will notify you and give the option of canceling the class. Cancellation decisions must be made by October 5<sup>th</sup>.

### CLASS DATES AND TIMES

Saturday, November 9<sup>th</sup> from 8am to 6pm (public times are 9am to 5pm)

Sunday, November 10<sup>th</sup> from 9am to 4pm (public times are 10am to 4pm)

\*Please do not schedule a class from noon to 1p.m. on Saturday; we need to ensure that people have opportunity to walk around and shop. If you are planning an all-day class, you can set your lunch break for 12pm – 1pm.

\*\*Students have expressed a desire to have a mix of class lengths. Some like the more advanced and longer classes; however, if possible, some would like the option of taking a class that can be completed in 2-3 hours.

### SETUP & BREAKDOWN TIMES

Setup: Friday Nov. 8<sup>th</sup> from 12pm to 7pm; Saturday Nov. 9<sup>th</sup> from 7am to 9am

Breakdown: Sunday Nov. 10<sup>th</sup> from 4pm to 6:30pm

### LOCATION

NC State Fairgrounds

Holshouser Bldg.

1025 Blue Ridge Blvd.

Raleigh, NC 27607

### BOOTH FEES **New This Year**

The cost of a 12' x 12' class space is only \$10 and includes two 8' tables and 10 chairs for the entire festival. Electrical drops from the ceiling or use of wall outlets are available. If electricity is required, we must know in advance to ensure the drops are in place. The instructors should bring their own heavy-duty extension cord and power strip labeled with their names. Additional tables are \$10 each, and chairs are \$2 each. It has been noted that many instructors have needed an additional table to place their own supplies and to have personal working space. If you also plan to be a vendor at the festival, your class booth will be located adjacent to your vendor booth.

**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, but you will need to provide or rent your own tents for this space. Let us know if you need assistance in obtaining a tent; we may be able to provide one. Use of hand tools, such as chisels or knives, is still permissible inside the festival building. If you need use of a table to cut or carve for a short time during your class time, we will have a table set up outside for teachers to use.

## **CLASS PRICING New This Year**

Please note that NCGS will add a \$5 fee to the asking price of your class. These adjusted prices will be displayed on the website. After your last class at the festival, NCGS will pay you the student fees collected (not including the added \$5 fee), minus your booth costs.

## **CLASS PROJECT AND HANDOUTS**

Any spray painting or sealant spray must be done outside the building either out the side or back doors (not the front, please!) . Please prepare a handout for your students, which includes written instructions with step-by-step procedures, including a photo or illustration of the planned project. If you are teaching a technique rather than a specific project, thoroughly explain the technique in your instructions. A list of sources for materials for the project would be desirable, as well. If you are supplying the gourds, they should be of a quality that will yield good final results for your students.

## **PROJECT PHOTOS**

Please email project photo (as a .jpg file saved as the instructor's last name and class title) to [ncgourdsociety@gmail.com](mailto:ncgourdsociety@gmail.com). The .jpg files should be sent as an attachment; please do not embed them in your email message.

## **INSTRUCTOR BIOS/RESUME**

In an effort to promote the festival and the instructors, we would like to post instructor bios. Please email us a short bio or resume with your picture to [ncgourdsociety@gmail.com](mailto:ncgourdsociety@gmail.com).

## **AUCTION CONTRIBUTIONS**

This year's festival will feature a silent auction. This exciting event can only take place with your help. The North Carolina Gourd Society is grateful for each contribution regardless of size or value, as are the lucky winners. If so inclined, please bring your donation to the auction area or club table during setup hours and fill out the donation form (include your business card if you like). The NC Gourd Society is a 501(c) (3) non-profit organization. Donations are tax deductible.

## **NCGS FALL QUARTERLY MEETING & BEST OF SHOW AWARDS**

You are invited to attend our meeting on Saturday November 9, 2019 at 5:30pm. We will have the meeting at the Holshouser Building after the festival closes. Dinner arrangements will be forthcoming.

## **LOCAL HOTEL & RV ACCOMMODATIONS**

See the following website for a list of local area hotels: <http://www.ncstatefair.org/accommodations.htm>  
The NC State Fairgrounds has approximately 350 full service hookups available on a first come, first served basis. Some of the hookups are very close to the Festival Building. Call (919) 612-6767 or (919) 821-7400 for details. State Parks in the Raleigh area also offer full service hookups for recreational vehicles. See: <http://www.ncstatefair.org/facilities/camping.htm>

## **LIABILITY**

The North Carolina Gourd Society is not responsible for accidents, loss, theft, or breakage.

**TERMS AND CONDITIONS:** We encourage all instructors to carefully consider the originality of the design to be taught, making sure that the design does not infringe on the Copyright of another artist. Written permission to teach another artists' design should be obtained prior to submission of your application. Lodging and transportation are the responsibility of each instructor. I give NCGS permission to use photos of my work for the purpose of publicity and promotion for the show. Team teaching is allowed, however only one check will be issued to the main instructor.

## **CONTACT US WITH QUESTIONS**

Contact Ellen, our festival coordinator, at 919-996-9192 or [echealy@att.net](mailto:echealy@att.net).

We look forward to receiving your application and class information by July 15<sup>th</sup>, 2019. You will be notified upon class acceptance. Hope to see you at the festival on November 9 - 10, 2019!

INSTRUCTOR APPLICATION  
78<sup>TH</sup> Annual NC Gourd Arts & Crafts Festival  
November 9 - 10, 2019

Instructor's Name:	
Additional Names for ID badges:	
Address:	
Phone:	
Email:	
Booth Fee is \$10.00	\$
Outside Booth Fee is \$10.00	\$
Additional tables \$10 each	\$
Additional chairs \$2 each	\$
<b>Total Booth Fee to be deducted from total student payments (Send no money now.)</b>	<b>\$</b>
<p>Please send completed instructor application, class description form for each class, class project photos, short bio/resume and your picture by July 15, 2019 to:</p> <p>NC Gourd Festival Attn: Ellen Healy 8900 Jeanew Court Raleigh, NC 27613</p> <p><input type="checkbox"/> I have read and agree to the terms stated on the NCGS Festival Instructor Information sheet/webpage.</p> <p>Sign Here: ____</p>	

**To be considered, your completed application, class description forms, a photo of each class project (a .jpg photo file saved as the instructor's last name and class title for each class on a CD or send a 4"x 6" photo) and a short bio/resume with your picture must be received by July 15<sup>th</sup>, 2019.**

