



North Carolina Gourd Arts & Crafts Festival INSTRUCTOR INFORMATION 2024

September 7 – 8, 2024

ncgourdsociety@gmail.com

We are excited about this year's festival. We hope you will be able to teach some classes. The theme for this year's festival is "Halloween."

For your convenience, we have highlighted areas that have changed from last year.

The festival will follow all health guidelines of the N.C. State Fairgrounds, North Carolina Department of Health and Human Services, and the U.S. Center for Disease Control.

You may apply online on our website **OR** download and print an application and class description forms on our website (<https://ncgourdsociety.org/>). Please supply:

- **Instructor application**
- **Instructor bio** - send to ncgourdsociety@gmail.com
- **Instructor photo** (optional) - send to ncgourdsociety@gmail.com
- **Class description for each class**
- **Photo of each class project** – send to ncgourdsociety@gmail.com. By submitting your class description and photo, you give NCGS permission to use photos of your work for the purpose of publicity and promotion for the show.

Please allow 48 hours for a confirmation of your application. The festival committee will review your application and let you know if it has been accepted.

Again this year, we will collect student class fees, so instructors will not need to do this. **We will mail your instructor check within 3 to 5 business days after the festival.**

APPLICATION DEADLINE

Please submit your application and all class information by **May 15, 2024**. We will reply within 24 hours. Online class registration for students will begin on or around June 1st, 2024.

LOCATION

NC State Fairgrounds, Holshouser Bldg., 4285 Trinity Road, Raleigh, NC 27607

CLASS DATES AND TIMES

Saturday, September 7th from 8 am to 5 pm (public times are 9 am to 5 pm)

Sunday, September 8th from 8 am to 5 pm (public times are 9 am to 5 pm)

SETUP & BREAKDOWN TIMES

We have a later setup time on Friday afternoon in 2024 due to another event in the building.

Setup: Friday Sept 6th from **3 pm** to 7 pm; Saturday Sept 7th from 7 am to 9 am.

Breakdown: Sunday Sept 8th from 5 pm to 6:30 pm

Instructors are required to arrive early to set up for their classes, stay the entire class time, and assist students the entirety of the scheduled class time.

BOOTH FEES

- The cost of a 12' x 12' class booth is **\$12 PER CLASS** and includes two 8' tables and 12 chairs. Some instructors need an additional table to place their own supplies and to have personal working space. You may bring your own table and chairs or order additional 8' tables for \$12 each and chairs for \$2 each. Fees for additional tables and chairs will be deducted from your payment after the festival.
- 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 and power strip labeled with their names.
- If you also plan to be a vendor at the festival, your class booth will be located adjacent to your vendor booth.

NOTES:

- Power cutting or carving must be done outside the main part of the building, not inside the building. If you wish to teach these types of classes, we will offer outside instructor booths, but you may need to provide or rent your own tents for this booth. 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 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.
- Any spray painting or sealant spray must be done **outside** the building either out the side or back doors (not the front, please!).
- All vendors and instructors at the North Carolina Gourd Society festival must adhere to North Carolina laws pertaining to sales of wildlife parts such as antlers and feathers. For more information, contact the North Carolina Wildlife Resources Commission at <https://www.ncwildlife.org>

CLASS PRICING

Please note that NCGS will add a \$10 fee to the asking price of your class. These adjusted prices will be displayed on the website. NCGS will pay you the student fees collected (not including the added \$10 fee), minus your booth and lunch costs, in a check mailed to you within 3 to 5 business days after the festival. Team teaching is allowed, however only one check will be issued to the main instructor.

LOW CLASS REGISTRATION OPTION

If by August 1st the minimum number of students (indicated on your application) is not reached, then we will notify you and give you the option of canceling the class. Cancellation decisions must be made by August 10th to allow enrolled students to choose other classes.

CLASS PROJECT AND HANDOUTS

This year, we are accepting a few non-gourd classes such as basket weaving, wood burning, painting, polished stones, etc. Skills taught should be applicable to gourds.

You must give your students a **handout "tutorial"** which includes written step-by-step instructions, 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. The gourds and other materials you provide should be of a quality that will yield good final results for your students.

The project photo is the main "selling" point for the class. The photo **MUST** show what students can actually do in the class. For example, if the photo shows a scalloped rim, the students should be

instructed on how to cut a scalloped rim or given a gourd with a scalloped rim. The background of the photo should be neutral – preferably black or white. We can use 2 photos per project. You are encouraged to post additional photos and details about the class on the NCGS Facebook page <https://www.facebook.com/groups/396058368862686> and your own social media.

COMPETITION ENTRY

As part of the festival's goals of both entertaining and educating the public, each instructor is expected to enter at least one competitive category. This helps show the public what can be accomplished with gourds and provides additional exposure for your skills. Note that you may sell competition entries. See the competition information packet for details.

RAFFLE CONTRIBUTIONS

The festival will feature two raffles, one on Saturday and one on Sunday. This event can only take place with your help. Every instructor is required to contribute at least one item to the raffle. The North Carolina Gourd Society is grateful for each contribution, as are the lucky winners. Please bring your contributions to the raffle table during setup hours, fill out the donation form, and include your business card. The NC Gourd Society is a 501(c)(3) non-profit organization.

NCGS FALL QUARTERLY MEETING & BEST OF SHOW AWARDS

You are invited to attend our meeting on Saturday, September 7th, 2024, at 5:30 pm in the Holshouser Building after the festival closes on Saturday. **Dinner will not be offered this year.**

LOCAL HOTEL & RV ACCOMMODATIONS

The following website has 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 for details. State Parks in the Raleigh area also offer full service hookups for recreational vehicles: <https://www.ncparks.gov/recreation/camping> Lodging and transportation are the responsibility of each instructor.

MEALS

We offer a sandwich combo lunch Saturday and Sunday for \$10 each day which includes a choice of hoagie, a packet of chips, a cookie and a bottle of water. You may order lunch when you apply or until August 20th and we will deduct the cost from your payment after the festival.

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. Membership in NCGS is encouraged but optional. Join for \$15 annually at <https://ncgourdsociety.org/about/pay-your-dues/>

CONTACT US WITH QUESTIONS

Contact us at ncgourdsociety@gmail.com

We look forward to receiving your application and class information by **May 15th, 2024**. You will be notified within 48 hours of receipt. We hope to see you at the festival on September 7 – 8, 2024!