

APC Expo  
June 24-29, 2024  
Chattanooga Convention Center  
Chattanooga, TN

**Creative Educator Agreement**

Annual Painting & Craft Expo, Chattanooga Tennessee Convention Center. June 24 - 29, 2024

Upon EACH project being submitted please provide the following:

**Submission deadline August 3, 2023**

- The photo you submit will be the one used in the class catalog. Please do not add any items that are not included in the project and keep the background plain white or black. We cannot accept a project with a bad-quality photo.
- Educator should have the ability to accept up to 20-24 students per class.
- Educator will receive \$5.00 per hour per student and will be paid for "no-shows".
- Must be a new original design and NEVER taught or published in any manner before.

Thank you so much for submitting to us. We couldn't do it without you!

General inquiry: [info@apcexpo.net](mailto:info@apcexpo.net) website: [www.apcexpo.net](http://www.apcexpo.net) Educator Contracts and Information: [margaretapcexpo@gmail.com](mailto:margaretapcexpo@gmail.com) Vendor Contracts: [info@apcexpo.net](mailto:info@apcexpo.net)

Please accept this as my formal application and request to teach at the 2024 "Annual Painting & Craft Expo," also known as APC Expo. The Expo event will be held at the Chattanooga Convention Center, 1 Carter Plaza Chattanooga, TN 37402, June 24-29, 2024. In adherence with this contract, I affirm that I will abide by all the rules and regulations, including the following rules and regulations stated hereafter:

APC Expo asks that submitted projects be new and not taught elsewhere before the expo.

For any Educator submitting to teach at the APC Expo, you will need to provide a Tax Identification Number or EIN if you have one.

Project Submissions: APC Expo reserves the right to reject any submissions.

Project submissions may be for 2-hour, 3-hour, 4-hour, 6-hour, or (8-hour \*limited classes.) Intensive Study project submissions must be for 6 and 8-hour classes. The number of project submissions selected per teacher will be at the discretion of the APC Expo and its jury panel.

For each project submitted, please provide the following:

- 1) Contact Information: Full name, mailing address, home phone, cell phone, Email, website
- 2) Project Name:
- 3) Medium Used: Acrylic paint, watercolor, oils, colored pencils, ink, mixed media, etc.
- 4) Project Skill Level: Beginner, Intermediate, Advanced, Intensive
- 5) Size Of Project:
- 6) Surface Description: Wood, MDF, canvas, watercolor paper, fabric, etc.
- 7) Hours Required: 2, 3, 4, 6, (8 \*limited)
- 8) Learning Goal:
- 9) Brushes and Supplies Needed: (do not list colored pencils here, we will have a special supply list)
- 10) Price, Supplies, and Fee. \*Reminder, the expo adds a \$5.00 an hour fee to your price.
- 11) Digital file/photo, the link for file; <https://tinyurl.com/kuw69mf2>

**The expo can accommodate large groups for a class upon the request of the creative educator.** It will be contingent upon APC Expo management approval.

- Educator will receive a teaching contact after selections have been made from your photo.

Creative Educator will provide one jpeg with a project data sheet for each project submitted. Nothing should be included in the photo that is not included in the class. Jpegs are the only part of the submission packet that must be sent electronically. Each jpeg should have the exact file name as printed on the photo labels. APC Expo reserves the right to publish selected project photos, for its purposes, on any electronic media.

At the time of class, it is the creative educator's responsibility to provide each student with the following: a painting surface, paint and mediums for class, a pattern, accurately written instructions, and at least one clear, color photograph of the project being taught.

**Note:** Due to local fire codes and health concerns, only odorless solvents, in limited quantities, may be used in class. We require that these chemicals be kept tightly covered when not in use. APC Expo is not allowed to store any flammable liquids or aerosol sprays in our volunteer station. The cost of these chemicals should be included in the project fee.

It is the Educator's responsibility to keep the class pace at the advertised painter level.

Teaching and project fees collected from the students will be paid to the creative educators within 14 days after the close of the Convention. APC Expo will not issue any type of advanced payment.

Class numbers may increase during the two weeks prior to Convention because of late registrations. Creative Educators are expected to come prepared for additional students if a class has not been capped during that time. To accommodate ongoing registrations and to facilitate onsite class sales, APC Expo suggests teachers come prepared for a minimum of three additional students.

Creative Educator agrees to prevent students from entering their classroom prior to 1/2 hour before the start time of their class. No student should be allowed to leave their painting supplies prior to the class.

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### **CREATIVE EDUCATOR AGREEMENT**

Creative Educator will provide a class sample to be displayed for the duration of the Convention. Please refer to the Catalog and/or Convention Program book for dates, times, and places for delivery and pickup of teacher samples. The sample may be removed for use during teaching time and must be returned to the display area at the end of class. Sample pieces left at the close of the display area will be returned to the Creative Educator by mail at their expense.

Selling or promoting anything that does not pertain to the current class is strictly prohibited in the classrooms. Prior to the Convention, creative educators are strongly encouraged to offer their students supplies needed for their project for pre-sale. Class rosters with student contact information will be provided upon request.

**NOTE:** Only supplies listed under "Special Class Supplies Required" in the Catalog may be sold in expo classes.

Creative Educator agrees to not cancel the obligation to teach once the project has been selected for Convention. In the event of an unforeseen emergency, please contact Margaret Riley by email at [margaretapcexpo@gmail.com](mailto:margaretapcexpo@gmail.com).

APC Expo reserves the right to cancel any class due to insufficient enrollment.

Larger-sized classrooms are limited and will be assigned on an "as-filled basis."

Creative Educator agrees to not affix anything to the walls, woodwork, or doors in the classrooms. Creative Educator will be held accountable for any damage done to these surfaces due to lack of compliance.

With regard to copyright, the statement checked below is applicable to the project(s) submitted.

\_\_\_\_\_ I warrant and represent that the project(s) submitted is original to me in all respects; that no part thereof infringes the copyright of any other person or organization, that I have not copied or used the designs of any copyrighted work, and do not infringe on

the copyright or any right of any person or organization. Or

\_\_\_\_\_ I am knowingly submitting a project(s) that is not entirely of my origin, and I am attaching herein a written statement of consent for this use from the true holder of the copyright. Furthermore, I agree that in the case of any suit for copyright infringement arising out of the work herein submitted, I will assume responsibility and cost for the defense of said suit and hold APC Expo and its sponsors innocent of any act of infringement.

I hereby agree to teach the project(s) accepted by APC Expo and to abide by the rules and regulations above and all information included in the Teacher Project Packet. I grant permission to publish all accepted project(s) in any electronic media for the purposes of promoting the convention.

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

Please Print

Name \_\_\_\_\_

Preferred Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ (Fax) \_\_\_\_\_

Email: \_\_\_\_\_

Business Name (if any) \_\_\_\_\_

**Name to which check(s) should be made out:** \_\_\_\_\_

**Tax Identification Number or**

**EIN** \_\_\_\_\_ **State** \_\_\_\_\_

**If you do not have either of those numbers please write N/A on the line \_\_\_\_\_ We will contact you very soon for additional information. Complete and return with Teacher Packet.**

Submissions must be postmarked and preferably (uploaded on the site) on or before **August 3, 2023**

\*\*\*\*\*  
Accepted for APC Expo

\_\_\_\_\_  
Teacher/Class Selection Chair Date \_\_\_\_\_