



"Exploring the Evolution of Traditional Fiber Art"

May 4-5, 2024

**Birchwood Community Center
www.birchwoodfiberfestival.com**

INSTRUCTOR APPLICATION—General Information

The Birchwood Fiber Festival (BFF) will be holding its 2nd Annual two-day festival in 2024. The festival is an effort to promote all aspects of fiber arts through demonstrations, product sales, and learning opportunities. The location in South East Tennessee enables participation from across the South Eastern United States. There is no entrance fee and the facility and grounds provide ample space to park and enjoy the festival (handicap accessible).

To promote the fiber arts and to provide economic opportunities to fiber artists, we are seeking vendors, demonstrators and teachers so we can provide a wide range of activities for the casual visitor through beginner to accomplished fiber artists.

The festival will be held at the Birchwood Community Center (5623 TN-60, Birchwood TN 37308) Saturday, May 4 - 9am to 5pm, and Sunday, May 5 - 10am to 4pm. Vendors, classes and demonstrations will all be indoors within the facility.

Our focus is to introduce fiber arts to the general public and to encourage artisans at all levels to grow in their craft. We primarily seek instructors who can teach beginner to intermediate techniques and skills for fiber artists. However, if you have an advanced technique to offer we encourage you to apply. We think 2-3 hour workshops will work best unless a full day (6 hour) class is required.

In addition to workshops and various demonstrations taking place throughout the two-day event, our marketplace of fiber art supplies and finished goods attracts experienced fiber artists, those interested in exploring the fiber arts, school age children, and visitors to our area.

As a business owner and/or a fiber artisan, please consider participating by completing an application for each class you would like to offer. We encourage you to take advantage of this opportunity to increase exposure of your art, business and talents. An application is available at www.birchwoodfiberfestival.com/workshops or you may ask for more information at the email listed below.

Applications must be submitted by October 1, 2023 to allow us time to prepare to open class registration prior to the end of the year. If you would like to attend as a vendor, please see our online application or contact Steve Prentice, sdprent@gmail.com or telephone 423-241-7427.

We look forward to working with you to showcase your business and your expertise.

Paula Copple, Workshop Chair, paulatimeless@gmail.com
Phyllis Narus, Event Chair, pnarus@yahoo.com
Birchwood Fiber Festival Committee

P.O. Box 404, Georgetown, TN 37336
www.birchwoodfiberfestival.com
info@birchwoodfiberfestival.com



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INSTRUCTOR APPLICATION FORM

(complete a separate form for each workshop being taught EXCEPT for multiples of the same workshop)

Instructor Name(s): _____

Bio & qualifications to teach: _____

Workshop Title: _____

Indicate the day and time you prefer to teach and the length of each workshop.			
Saturday		Sunday	
Morning	Afternoon	Morning	Afternoon
9 am-noon	1 pm-4 pm	10 am-noon	1 pm-3 pm

Workshop Description: _____

PLEASE ATTACH A PHOTOGRAPH OF FINISHED WORK FOR CLASS PROMOTION!

Preferred description for class promotional use (attach a separate document if preferred): _____

Classroom requirements (tables, chairs, electricity, access to water, lighting, etc.): _____

Minimum number of students: _____ Maximum number of students: _____ Walk-ins? Yes ___ No ___

Cost per Student: \$_____ (include all material/supply fees and a \$5 processing fee for Admin.)

Special requirements or supplies the student must bring to the workshop: _____

Paula Copple, Workshop Chair, paulatimeless@gmail.com
Phyllis Narus, Overall Chair, pnarus@yahoo.com
Birchwood Fiber Festival Committee



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INSTRUCTOR APPLICATION—Agreement

For and in consideration of the mutual terms and agreements herein, the undersigned agrees to establish a program to provide professional instruction during the Birchwood Fiber Festival. The instructor must teach or demonstrate a fiber technique or use of a product in accomplishing a technique. Sales during the class or to the students must be tools/kits directly applicable to that specific class; students may be referred to vendor booth or demonstration/sell locations. The Instructor is responsible for any assistants they may require.

The Instructor should assist in the marketing of the class by communicating from their business or other professional networks to optimize the number of individuals who are aware of the classes and the Festival.

The Festival Committee will instruct students to pay with a credit card through the website or by submitting a check payable to the Birchwood Fiber Festival. The Festival Committee will write a check to each instructor (less a \$5.00 per student BFF administration fee) at the conclusion of the Festival. These payments are for teaching services and are not taxable.

The Instructor grants the Birchwood Fiber Festival (Host) permission to photograph the class and the Festival for marketing and business purposes and may reproduce photographic, video or audio portions as Host may in its sole discretion determine.

The Instructor further agrees to release, indemnify, and hold harmless the Host, its employees, agents, volunteers, contractors and suppliers against any and all losses, accidents, damages, injuries, expenses and claims resulting in whole or in part, directly or indirectly, from any aspect of the Festival resulting from their negligence.

This agreement, shall be governed by the laws of the State of Tennessee and contains the entire agreement of the parties. There are no other promises or conditions in any other agreement whether oral or written.

Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Website: _____

I have read and understand this agreement and know it is a legal and binding contract.

Signature: _____ Date: _____