



2023 Class Proposal Registration Kit

To be considered to teach a Class or Classes at the Pennsylvania Endless Mountains Fiber Festival you must:

- Complete and sign this Application
- Send at least 3 or more photos of project in progress as well as photo of completed project for use on website and social media for class promotion to knittingdragon16@gmail.com

Applications may be mailed or e-mailed

- Mail your completed application to:
PA Endless Mountains Fiber Festival
% Vicky Boehmer
13974 Crosscut Rd.
Corry, PA 16407
- Or E-Mail your completed application in PDF format to: knittingdragon16@gmail.com

All applications are subject to review by the festival committee and you will be notified with-in 30 days via e-mail if your proposal is accepted

FESTIVAL SCHEDULE

Registration & Set-up

Friday 9/8 between 2:00 pm * - 7:00 pm
Saturday 9/9 between 7:00 am - 9:00 am

Festival Hours

Saturday 9/9 from 10:00 am - 5:00 pm
Sunday 9/10 from 10:00 am - 4:00 pm

Dismantle

Sunday 9/10 between 4:00 pm - 7:00 pm

FESTIVAL LOCATION

Harford Fairgrounds
485 Fair Hill Road
New Milford, PA 18834

Please visit our website for details on Advertising and Sponsorships.

www.endlessmountainsfiberfest.com

**Vendors and other participants MAY NOT arrive before 2:00 pm Friday, September 8, 2023.*

***PLEASE NOTE: You must submit pages 2, 3 and 4
This page is for your reference only.
You do not need to include this page with your application.***

If you have questions about teaching please contact Vicky Boehmer at knittingdragon16@gmail.com
or call 315-323-4344



2023 CLASS PROPOSAL APPLICATION

September 9 - 10, 2023

INSTRUCTOR CONTACT INFORMATION

All applications are subject to review by the festival committee and you will be notified if you are accepted or not.

Instructor Name

Business Name

Address

City, State, Zip

Phone

Email

Website

Please tell us about your experience with this craft, your years of teaching experience, and list other places you have taught workshops or classes and any additional details you would like to share.

INSTRUCTOR BIOGRAPHY (To be used on website should your proposal be accepted)

Name of Class:	
Short class description and/or skills taught during class:	
Will this class require homework prior to the beginning of the class? If yes, please explain:	
Length of Class - # of hours (not including set-up/clean-up):	
Time needed to set up:	Time needed for clean up:
Minimum # of Students _____ Maximum # of Students _____ Minimum age _____ Maximum age if class is geared for youth only _____ We would like all classes to run even if only one of two students sign up, please take this into consideration. Will you accept walk-in students if the class hasn't filled prior to the opening of the Festival? Yes _____ No _____	
\$ _____ Cost of class per person	
Does the above fee Include Materials? Circle one: YES NO If Yes, then what materials are included?	
If materials are not included in the class fee, what is the additional materials fee? \$ _____	
If Materials are not included, will you have materials available for students to buy? YES NO May students bring their own materials? YES NO	
What (if anything) will the student need to provide that you do not provide?	
List any student experience needed for this class (examples: No experience, some basic spinning skills, know how to cast on, knit, purl...)	
How many tables will be needed:	How many chairs are needed:
Is water or electricity needed for this class?	

INSTRUCTOR AGREEMENT & RELEASE OF LIABILITY: I _____ (Print Name), agree, if selected to instruct the above class, to be set up for my specified class start time and I agree to clean up prior to leaving the class area when my class is completed. I understand that if I do not show up for any reason I will forfeit all student fees collected and they shall be refunded to the students and I may not be invited back as an instructor to this festival in future years. I and my heirs, in consideration of my participation in the Pennsylvania Endless Mountains Fiber Festival between September 8 to 10, 2023 at the Harford Fairgrounds, hereby release the Fiber Festival Committee, its Volunteers and any other people officially connected with this event, from any and all liability for damage to or loss of personal property, sickness or injury from whatever source, legal entanglements, imprisonment, death or loss of money, which might occur while participating in this event. I am aware that the risks of participation in this activity are strictly voluntary and I freely choose to participate. I have read, accepted and agreed to the terms and conditions as stated in this contract.

Signature _____ Date _____

Submission of a class proposal does not guarantee acceptance. We want to offer a wide and balanced range of class choices which will be determined by the festival committee.

Instructors will be paid per student per class. **You will be paid by check after the completion of the festival. Teachers will receive 90% of the teaching fee per student in order to cover administrative costs.**

Instructors will need to provide any handouts or visual tools needed to teach the class.

Please complete and return pages 2, 3 and 4 for the class or classes you are proposing. If you are proposing more than one class the instructor biography and Instructor Agreement & Release of Liability only needs to be completed once. The class information, instructor biography, pictures and/or videos will be posted on our website, Facebook page and other social media and for other publicity and outreach efforts. It will also help us to ensure that the classes are filled and run smoothly. Long instructor biographies may be edited for length.

We look forward to seeing your proposals!