

2020 Southern Illinois Art and Fiber Fest

Workshop Proposal:

Workshops will be held 9:00 a.m. to 12:00 a.m. and 1:30 p.m. to 4:30 p.m.
Friday May 1st, and Saturday May 2nd, 2020

Instructor name:	
Address:	
Phone:	
Email:	
Website/Business name:	
Workshop Title:	
Circle one: <u>Half Day (3 hours)</u> <u>Full Day (6 hours)</u> <u>Two Full Days (12 hours)</u> If you would like a shorter or longer amount of time, please let us know.	
Description of workshop to be put on the SILartandfiberfest.org website. Attach separate sheet if necessary. Include photos of completed items. Photos can be sent directly to the Artisan Guild of Southern Illinois (guild@artisansil.org).	
Number of Students: Minimum: (we prefer 1) Maximum: (we may need to put a maximum for sake of space)	Minimum age of student: 15
Prerequisite student skills:	

Price for class, per student, including all materials. \$ _____

Please include all class materials in your class fee. If you have separate items for purchase, be sure they are optional to the class. (Note: the event will be adding \$20 to the price of the class to cover the costs of the event.)

All safety items (masks, gloves, etc) must be provided or included in the class fee.

All classroom spaces will be indoors (unless otherwise specified) and include tables and chairs. If additional accommodations are required for this class please specify—for example sink, electricity, etc. If your class may have especially unique needs (excessive fumes/heat exhaust, extraordinary electrical requirements, special drainage/sewage etc) please explain these need in this area, or on another sheet of paper. Please also specify if this class would be best held outdoors.

Bio:

Silent Auction Donation

We encourage and appreciate support of our Silent Auction. A portion of the proceeds will be given to the Leu Civic Center in Mascoutah for children's art programs. Please participate.

Will you donate a silent auction item? Yes/No

Southern Illinois Art and Fiber Fest 2020 Instructor Agreement

THE INSTRUCTOR agrees to:

- a. Conduct the workshop in accordance with the Workshop Proposal Application, including all agreed amendments, at the time and in the location specified by the Artisan Guild of Southern Illinois.
 - b. Provide all transportation, lodging and other costs associated with the workshop except as set forth in the Workshop Proposal Application, including all agreed amendments.
 - c. Protect the workshop area and furniture from damage and/or negative impacts from their workshop.
 - d. Bring all supplies/equipment required for their workshop, including any necessary safety materials.
 - e. Provide the event staff with emergency contact information sufficient to enable staff to locate THE INSTRUCTOR in the event of necessity prior to and during the festival.
 - f. Hold the Artisan Guild of Southern Illinois, its members and volunteers harmless for any liability or damages resulting from actions or inactions of THE INSTRUCTOR.
1. The Artisan Guild of Southern Illinois agrees to:
 - a. Provide the necessary space and facilities necessary for the workshop.
 - b. Register all students and provide THE INSTRUCTOR with the number of students registered for the workshop in advance of the festival.
 - c. Pay THE INSTRUCTOR at the conclusion of the workshop at the rate requested per student.
 - d. Provide communication through emails prior to the workshop to notify of number of students.
 - e. One week prior to the event, if a minimum number of students is not met, provide the instructor with the choice of dropping the class or keeping the class open for enrollment.
 2. THE INSTRUCTOR and the Artisan Guild of Southern Illinois both agree:
 - a. To work together cooperatively and to make every reasonable effort to enable the workshop to occur and THE INSTRUCTOR to be paid.
 - b. That time is of the essence in the performance of the workshop.
 - c. To notify each other promptly of any desired changes to the Workshop Proposal.
 3. Reasonable Control:

If either the Guild or the instructor is unable to perform its obligations under this agreement because of acts of god (to include inclement weather), failure of utilities, equipment failure or damage that is reasonable beyond its control, or any other cause that is reasonably beyond its control, neither party shall be liable. If an event does occur, all reasonable effort to remedy and re-commence will be made.

Please direct all electronic correspondence to the Artisan Guild at: guild@artisansil.org

All applications must be received by: 31 November 2019 Send applications to:

Southern Illinois Art and Fiber Fest Event Board

The Artisan Guild of Southern Illinois

P.O. Box 295

O'Fallon, IL 62269

Instructor Signature: _____ Date: _____