

Innovations 2010

www.mqinnovations.com

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Dear Quilting Teacher,

The **Ninth Annual Innovations – Innovations 2010** - is being held **September 15-18, 2010** at the Tacoma Convention Center, Tacoma, Washington. **Innovations** celebrates machine quilting of all forms and promotes the education and acceptance of ALL types of machine quilting. **Innovations** offers classes with nationally known machine quilting teachers, and an AQS certified, judged quilt show and vending space for retail sales.

I would like to extend a personal invitation for you to be a part of this exciting event. Please review the following **Innovations 2010** Teacher Information. You are invited to submit proposals for any classes that you would like to teach at **Innovations 2010**.

Innovations 2010 is looking for teachers of all types of machine quilting – longarm, shortarm, sit down quilting machines, and home sewing machines – and all types of quilting techniques from very basic techniques to advanced, artistic “off the wall” quilting. We are also looking for business classes, classes on website design and computers, self publishing, starting a machine quilting business, etc. **New this year, Innovations 2010 will be offering piecing classes.** Do you teach specialty techniques such as garment construction using quilted fabrics, fabric dyeing, surface embellishment? Can you teach quilting machine maintenance and simple repairs? There will be quilters of all skill levels participating in the Innovations conference and the classes that are offered need to represent these differences. Please feel free to submit as many class proposals as you want.

During Innovations 2009 several classes were video recorded for viewing on the Innovations website. This program has been successful and more classes for 2010 will be recorded. There is a separate information sheet about the video classes in this packet with the details about this exciting new program.

Please read the enclosed Teacher Information carefully. We have added new information and clarified some **Innovations 2010** policies and procedures. Please feel free to contact me at 253-854-3362 or send an email to mqinnovations@aol.com if you have any further questions.

Sincerely,

Cindy Roth

Event Organizer

Audio Visual: Please let us know what your Audio Visual (AV) requirements are when you submit your class proposal(s). AV items include video cameras, data projectors, slide projectors, overhead projectors, screens and supplies needed for their use. Microphones will be available depending on the size of the classroom and the number of students in your class. **Your AV needs MUST be included in your class proposal.** If they are not, and you add to or increase your AV requirements after the teacher contract is signed, you **WILL** be charged the **DAILY AV** rental fee for the equipment used in your class.

Classroom Fees: In addition to Audio Visual equipment, there are other costs and fees associated with classroom equipment. These costs and fees include free standing white boards, room set up fees and other room fees from the facility, table rental, etc. Due to these costs, a **Classroom Fee of \$10 per student will be added to each class on the Innovations 2010 teaching schedule.**

Class Fees: Class fees will depend on the length of the class taught. **Class fees will be \$15 per student per hour of class. Teachers will receive fifty-five percent (55%) of the class fee.** Teachers will receive payment for **ALL** students registered for their class excluding any assigned Teacher Helper.

Class Length	Class Fee	Teacher Fee per Student
Two hour class	\$30	\$16.50
Three hour class	\$45	\$24.75
Four hours or longer	\$15 per hour	55% of class fee

Class Materials Fee: Any Class Materials Fees **MUST** be included in your class proposal. No Materials Fees will be added after the class catalog is published. Materials Fees should be reasonable and minimal. Class Materials Fees will be included in the total class fee charged to the student. The money collected for Materials Fees will be fully reimbursed to the teacher.

Payment of Teaching and Materials Fees: A check for your total teaching fees and materials fees will be sent to your home address (or any address you designate) **within 21 business days** after the Innovations conference has ended. Teachers will be paid as independent contractors and the teacher will be responsible for all applicable state, federal and payroll taxes.

Class Refunds: Innovations is strict about class refunds. Class fees are NOT refunded without good and just cause. However, class refunds ARE granted for emergencies or for serious dissatisfaction with a class that has produced **multiple** complaints. Refunds are granted on a case by case basis. If a refund is made the teacher will not be paid for that student.

Teacher's Expenses: Teachers are responsible for their own travel expenses and accommodations.

Teacher's Absence: Teachers must make every effort to attend Innovations. If the teacher is unable to attend Innovations after the Class Catalog is published, the teacher must give at least **60 days written notice**. If a teacher is unable to attend Innovations for any reason with less than **60 days written notice**, Innovations reserves the right to charge the teacher a fee equal to the amount of the **total** class fees collected for the teacher's class(es) up to the date of the receipt of the teacher's written cancellation notice. If the teacher is unable or unwilling to teach a class for **ANY** reason (including low class enrollment), Innovations reserves the right to assign that class to another qualified teacher. Innovations is under no obligation to notify the original teacher that a substitution has been made. Innovations reserves the right to use the published class title, published class description and class outline to ensure that students receive a comparable learning experience. **If you have any questions about this please call Cindy at 253-854-3362.**

Student Lists: Registration for classes will close on **AUGUST 27, 2010**. When you arrive at Innovations you will receive a list of students pre-registered in each of your classes. Any student who registers on site at Innovations will have a “pass” that must be given to you or your Teacher Helper. This pass allows the student to attend your class and you will receive payment for this student.

To help you in your planning, in early September you will be given preliminary numbers of students for each of your classes.

Teacher Helpers: Teacher Helpers may be assigned to any class expected to have 10 or more students. Teacher Helpers can take attendance, help distribute class information and help the Teacher in any way that is useful to you. Teacher Helpers will attend the class at no charge and you will not be paid for this student. If you have class handouts, please bring an extra copy for your Teacher Helper. Teacher Helpers must be Registered Participants of Innovations.

Teacher Information Form: Please fill out the Teacher Information Form and include a brief biography. This information will be published in the Class Catalog and/or on the Innovations website, and may be used in advertising. You only need to complete this form once. Your email, website or phone number may be posted on the internet or in the class catalog so that people may contact you about the information on your classes.

Class Proposal Form: Please fill out the Class Proposal Form for **EACH** class you would like to teach at Innovations. **There is no limit to the number of class proposals you can submit.**

NOTE: If you propose more than one class, please make sure that there is a **SIGNIFICANT** difference between the classes. Make your class description as informative as possible. A good class description will make a person **WANT** to take your class.

Class Day and Time Preference: On the Class Proposal Form please indicate the day and time you would prefer to teach each class. Your preferences will be taken into consideration when the class schedule is created.

Class Proposal Submission: Please mail your Teacher Information Form, Biography, Class Proposal Form(s), and Class Outlines to:

Innovations Class Proposals

P O Box 58335

Renton, WA 98058

**The Class Proposal submissions MUST be
postmarked NO later than**

February 19, 2010

Class Acceptance and Confirmation: You will be notified by **Mid -March 2010** if your class has been selected. Shortly after your class is accepted, you will receive a Teacher Packet with additional information, Teacher Contract, W-9 form, etc. In early **September 2010** you will receive information about class registration numbers. If a class has less than 7 students, Innovations reserves the right to cancel that class. You will be notified prior to any class cancellation(s).

Teacher Contracts: The original signed Teacher Contract must be returned to Innovations by the date noted on the contract. If the signed Teacher Contract is NOT returned by the date noted, Innovations will assume that you are not able to teach that class and your class(es) will be deleted from the Class Schedule.

Non Compete Clause: In order to assure maximum attendance in your class, Innovations - a Machine Quilting Conference® requests that you not teach your class within a 50 mile radius of the downtown, Tacoma, WA, area seven (7) days before or after the Innovations conference.

Lodging: The Hotel Murano (formerly the Sheraton Tacoma) has a block of rooms reserved for those who are attending Innovations. Please call the hotel Reservations Manager, Monday through Friday, 9 am - 5 pm, Pacific Time, at **253-238-8000** to make your reservations. These rooms will fill quickly and you are encouraged to make your reservations as soon as possible. Make sure that you mention **Innovations 2010** when making your reservation. It is **highly recommended** that you stay at the Hotel Murano (formerly the Sheraton Tacoma) during your visit to Innovations. If you would like information about the hotel, please visit their website www.hotelmuranotacoma.com.

Remember!

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Send your Class Proposals to:

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