



JUNE 26 – 30, 2012

## 2012 TEACHER GUIDELINES AND RULES

**SUBMISSION INSTRUCTIONS:** These guidelines are provided to assist in submitting to teach at the **2010 ARTIST EXPO** Convention. The following information can provide helpful information however can not "guarantee" selection. Selections are based on anticipated student interest, merit, and price.

**TIMELINESS:** The deadline for class submissions: **December 2, 2011**. Any submissions that are received after deadline date will not be considered. Overnight mail is accepted only if delivered to our physical address.

**NUMBER OF SUBMISSIONS:** There is a limit of 6 submissions per teacher

**PUBLISHED / NON-PUBLISHED REQUIREMENT:** Artist Expo does not restrict you from submitting a class that has already been taught at another Convention. Many of our participants may not have ever attended a convention before; therefore submissions may include projects or pieces that have been published previously in books, magazines, packets, and videos, etc. We leave it up to each teacher to make their selection, knowing it is subject to the student approval and their desire to participate in the class. The project chosen for submission should be selected to best serve the teacher, student and Artist Expo. Our "Selection Committee" will rely on each artist to submit their very best work. This will increase the chance for both selection and class interest. Our "Selection Committee" will select from the very best projects for our classes.

**PHOTOGRAPH:** The PHOTOGRAPH of your project is the most important part of your submission. Enclose a color photograph (up to 5 x 7) with each submission project. Paper clip photo to each application, **DO NOT STAPLE, TAPE, or GLUE** the photo to the application. Take time to photograph your project avoiding reflections and glare from a flash. It is important to mark the back of your photo(s) stating which is the "Top and Bottom" to insure it is represented in the class directory and website correctly. Our "Selection Committee" will require this hard copy photo for the selection process and for accurate color when scanning. **NOTE: Photos will not be returned to teachers.**

**TEACHER SUBMISSION (via) E-MAIL:** Teacher Submissions will be accepted (via) e-mail only if application and photographs are together as one file. Applications without a PDF photo attachment will not be accepted. Submission can be forwarded to: **[info@artistexpohousto.com](mailto:info@artistexpohousto.com)**

**SUBJECT MATTER:** Try to avoid as much as possible, items on the project that are very small or detailed that would not show up when scanned and or reduced when placed in the class directory and on the website.

**SUPPLIES:** The teacher should provide the following to each student: painting surface, prepared and ready to be painted on, paint, printed instructions, a color photo of the finished project, and any other "unusual" supplies that the student would not normally have for a class. Distribution of manufacturer's samples to students, including paint, is encouraged since it keeps the students' costs lower, and benefits the manufacturer by allowing the students to try-out new products. Keep your surface "practical" as well as consider how a student would get their finished piece home whether by car or plane. Teachers are allowed to sell products during class that are related to the project and that the selling doesn't distract from the teaching process. Selling unrelated products are prohibited. This policy protects our exhibitors who have paid money to attend. Teachers are invited to exhibit at the convention. We will make every effort to arrange your class schedule so you would not be teaching during the exhibit hours.

**SUPPLY COST:** Supply Cost to students should be fair and reasonable. We would like teachers to keep this cost down as much as possible. A surface having minimal cost without making a sacrifice in quality is highly recommended and will be part of the selection process. The supply charge listed on the application will be published in the class directory and posted on the website, and cannot be changed. **Supply Cost will be collected at time of registration by Artist Expo and not during class session.**

**SKILL LEVEL:** Many beginner students or first time students may be intimidated taking classes so we ask that you choose the appropriate skill level on each application submitted (choose only one level).

**CLASS LENGTH:** We will offer 2, 3, 4, & 6 hour class sessions. Students should be able to complete the project within the allotted time without being rushed, so please plan your class accordingly. **A higher percentage of the classes**

**Artist Expo**  
P.O. Box 2907  
Bryan, Texas 77805-2907  
(713) 462-2686 (713) 462-7364 Fax



offered during the convention will be concentrated towards the 2, 3 or 4 hour classes. To allow us to offer more classes to more students, 6 hour classes will be limited.

**TEACHER FEES:** Teachers will be paid the following rate: ( \$10.00 for 2 hour classes ) \* ( \$15.00 for 3 hour classes ) \* ( \$20.00 for 4 hour classes ) \* ( \$25.00 for 6 hour classes ) per student, based upon actual paid attendance, classroom limit will be 36 students.

**TEACHER RESPONSIBILITIES:** Teachers will be issued a student class roster for those students pre-registered for class; therefore no admission ticket will be required. Teachers are responsible to check that each student attending is identified as the student paid and registered for class and as the student named on the class roster. It is Artist Expo's policy that students are not allowed to send a substitute to attend class. Teachers will be paid by the number of pre-registered students listed on the roster regardless of attendance. Students who fail to attend class; the teacher will still be credited with the class fee. In order to receive credit for students who do not appear on the roster, it is the teacher's responsibility to collect class admission tickets that will be sold on site during the convention. At the conclusion of class, teachers are required to turn in any admission tickets collected and the roster signed as form of their settlement. Checks payable to teachers for their fee(s) will be mailed within (10) seven days of the closing of the show.

**SURFACE FEES:** Teachers surface fees will be collected at the time of registration by Artist Expo and will be paid directly to the teacher. Teachers are permitted to sell any excess surface inventory during class.

**MONITORS:** Monitors will not be assigned to classes unless such arrangement or request are made by the teacher prior to the start of the convention.

**REGISTRATION:** Teachers need NOT register for the convention unless taking a class from another teacher.

**CLASS CANCELLATION:** Any class not "sold" to at least 5 students by **May 1, 2012** the teacher will be notified and will be subjected to cancellation. Any teacher who cancels after publication of the class directory, **February 18, 2012**, will be subjected and liable for costs of refunds to students for that class.

**OTHER TERMS AND POLICIES:** Class rooms will be provided cleaning / stain removing substance, exercise care with all paint materials, and will hold Artist Expo harmless for any such damage which may result. Teachers are invited to exhibit at the convention. We will make every effort to arrange your schedule so you would not be teaching during the exhibit hours.

**MAILING INSTRUCTIONS:** Make a copy of the application for each item submitted, and clip (do NOT staple, tape, or glue) the color photo of your design to the application.

**NOTE: NEW SUBMISSION MAILING ADDRESS**

Mail submissions to:

**ARTIST EXPO, LP**

**P.O. Box 2907**

**BRYAN, TEXAS 77805-2907**

important Timelines to Remember

- December 2, 2011 ( Teacher submission deadline )
- December 19, 2011 ( Teacher selections will be made final )
- December 22, 2011 ( Teachers who make submissions will be notified by mail of their status )
- February 18, 2012 (class directories distributed )
- March 4, 2012 (registration opens)

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