



Online Roundtables Around the World in 8 Days



**Application and Prototype Deadline
FEBRUARY 11, 2019**

We invite you to apply to sell a Roundtable Workshop at the NAME 2019 Online Houseparty “Around the World in 8 Days”. A Roundtable Workshop is a “make & take” project which can be completed in 30 minutes or less and costs no more than \$5.00. Each kit is to include an Instruction Sheet with assembly instructions, a photograph of the completed kit and the instructor’s name, address, phone number and e-mail address for student follow-up if needed.

There will be a sale period for all Roundtable kits which will be listed on the Online Houseparty website for purchase. Those wishing to purchase a Roundtable kit will contact you directly and the transaction will be between you and the purchaser, without any NAME involvement or liability. The prototype which you sent with the application will be photographed and placed on the Online HP web page. If you prefer, you may take your own photograph and send that to the roundtable chair as a standard photo file (e.g., .jpg or .png) for use on the website.

Important to remember:

- **Roundtable instructor must be registered for the Online Houseparty to sell Roundtables at the HP. Cancellation voids acceptance as a roundtable instructor/seller**
- **The maximum cost of any roundtable shall not exceed \$5. Shipping from the US within the US should be no more than \$4.00 for shipping and handling for 1 kit plus \$1.00 for each additional kit. Actual international shipping costs may vary greatly and are at the discretion of the instructor.**
- **A roundtable teacher may have one item offered in multiple scales or two separate but related items in one scale only.**

Please consider donating your prototype and/or a kit to be placed with the other prototypes to become one of the Online Houseparty Helpers. If you are willing to do so, please check the appropriate box on the application form on back page. Your generosity is greatly appreciated.

A finished prototype of the item(s) MUST accompany each application.

*Your application and sample must be postmarked no later than **FEBRUARY 11, 2019**-Mail to:*

**Debbie Colombo
214 N White Rock Road
Holmes, NY 12531
845-591-5352
irvfink@gmail.com**

A fee of \$20 is required by NAME to teach any workshop. If your Roundtable submission is accepted, you will receive an agreement form from the NAME office to complete and return with that \$20 fee. Do not send money now!

***Please do not return this form to the NAME Office.
Send to address above.***

****Application is on the back****

2019 Online Houseparty Roundtable Instructor Application

Multiple applications are permitted, however only one submission per person will be selected.
ONLY ONE SUBMISSION PER FORM PLEASE.

Name _____ E-mail _____

Address _____ Phone (____) _____

City/State/Zip _____

I am applying to make/sell (please check only ONE line):

_____ ONE single item/set with no variations (*sets can contain several pieces sold together such as a hat & coat set; sofa & chair set; or a set of dishes, etc.*)

Name of Kit _____

Scale: _____

_____ ONE single item/set in up to THREE different scales (*no variation of color or style permitted*).

Name of Kit _____

Scales: ___ 1" ___ 1/2" ___ 1/4" ___ 1/144th ___ other

_____ ONE single item in TWO different colors or two different styles (*such as a toy in either a girl OR boy version; a shelf in either dark wood OR light wood; pansies in either blue OR yellow, etc.*)

Name of Kit _____

Color/Styles: _____ OR _____

Scale: _____

_____ TWO items with similarly related themes (*such as a seagull OR pier pilings; a structure OR furniture for it; a shelf OR accessories to go on it, etc.*)

Name of Kit #1 _____

Name of Kit #2 _____

Scale: _____

Cost of Kit \$ _____ (\$5 or less)

Cost of Shipping: US: _____ Canada: _____ Other Countries: _____

If my roundtable is accepted:

Yes, I wish to donate the prototype I am sending with this application to be used as part of the Online Houseparty Helper drawing.

No, Please notify me and I will pay to have the prototype returned to me.

Yes, I would like to donate a **kit** for a Houseparty Helper collection. (You will need to ship your donated kit to the Roundtable Chair at your own expense)

If my roundtable is wait listed:

Yes, I still wish to donate the prototype I am sending with this application to be used as part of the Houseparty Helper drawing.

No, **notify me and I will pay to have the prototype returned to me.**