



# Roundtables



**Application Deadline: June 14, 2019**

We invite you to apply to teach a Roundtable Workshop at the NAME 2019 Region M1 Small Scales Houseparty, *All About the Neighborhood*. A Roundtable Workshop is a “make & take” project which, under your supervision, 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 before the actual Roundtable Workshops begin. A block of time will be set aside in the schedule for you to teach. You will need a helper to sell your kits. The helper may continue selling kits during the workshop time so you can give your undivided attention & instruction to those that have purchased your kit & wish to work on it there. The prototype which you sent with the application will be on display in a locked display case prior to the scheduled Roundtable sales time. You will need a second completed sample to display during sales so customers can see what you are selling and then to show your students during the workshop time.

## Important to remember:

- **Roundtable instructor must be registered and present at the Convention or Houseparty to teach and sell the roundtable. Cancellation or failure to attend the Convention/Houseparty voids acceptance as a roundtable instructor.**
- **In the event you are unable to attend due to a last minute hospitalization or death of an immediate family member, you shall notify the NAME Office, the C/HP Chairman and the Roundtable Chairman if you wish to designate a registered attendee to sell the roundtable kit for you. The designated seller shall be knowledgeable, have all necessary supplies and be prepared to teach the kit. NAME will not be held liable for any money transacted during roundtable sales.**
- **The maximum cost of any roundtable shall not exceed \$5.**
- **A roundtable teacher may have one item offered in multiple scales or two separate but related items in one scale only.**
- **Roundtable Instructors shall not take orders when they run out of kits. If an instructor runs out of kits during roundtable sales, it is suggested that they take advantage of the Miniature Gazette Roundtable Option and inform their customers that information on ordering their kits will be in a future issue of the Gazette.**

Please consider donating your prototype and/or a kit to be placed with the other prototypes to become one of the Houseparty Helpers. If you are willing to do so, please check the appropriate box on the application form. 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 June 14, 2019. Mail to:*

**Susan Karatjas and Pam Ridgley**  
**810 Balmoral Court**  
**Moon Township, PA 15108**  
724-388-2091  
[susan@sdkminiatures.com](mailto:susan@sdkminiatures.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 Region M1 Small Scales Houseparty Roundtable Instructor Application

Multiple applications are permitted but **ONLY ONE SUBMISSION PER FORM PLEASE.**  
Only one submission per person will be selected.

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**Please check only ONE line below.**

**I am applying to make/sell the following kit(s):**

\_\_\_\_\_ **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*)

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: \_\_\_\_ 1/2" \_\_\_\_ 1/4" \_\_\_\_ 1/144<sup>th</sup> \_\_\_\_ 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*)

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*)

Name of Kit #1 \_\_\_\_\_  
Name of Kit #2 \_\_\_\_\_ Scale: \_\_\_\_\_

**Cost of Kit \$ \_\_\_\_\_ (\$5 or less)**

**Does your Roundtable require any supplies not listed on the NAME "Basic Toolbox" list in the packet? If so, you must provide those items for a reasonable number of students during the Roundtable workshop time.**

**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 Houseparty Helper drawing.
- No, I will pick up the prototype after the Brunch on Sunday. (It will be held in Operations.)
- Yes, I would like to donate a **kit** for a Houseparty Helper collection. (It will be picked up before roundtable sales.)

**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, I will pick up the prototype after the Brunch on Sunday. (It will be held in Operations.)