



Roundtables

Application Deadline: April 26, 2025
Must be received by this date



We invite you to apply to sell a Roundtable kit at the NAME 2025 National Convention in Cincinnati, OH, It's A Small World. A Roundtable kit is a "make & take" project which can be completed in a short time. 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.

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.

IMPORTANT CHANGE FOR 2025. Roundtables have undergone an upgrade! We are now combining regular and mega roundtables. And we are now offering slightly higher priced roundtables. All these kits will be called Roundtables, no matter what they cost. You, as an artist, will be able to offer the same number of kits to attendees, but now the cost can be anything up to \$15. The hope is that we can get better kits and more artists to participate. Everything else is staying the same. You can offer up to two submissions, each one needs it's own form.

Important to remember:

- Roundtable instructors must be registered and present at the Houseparty to sell the Roundtable. Cancellation or failure to attend the 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 HP Chairman and the Roundtable Chairman if you wish to designate a registered attendee to sell the Roundtable kit for you. NAME will not be held liable for any money transacted during Roundtable sales.
- The maximum cost of any roundtable shall not exceed \$15.
- A roundtable may have one item offered in multiple scales or two separate but related items in one scale only.
- No orders can be taken when kits have run out. **If you run out of kits during Roundtable sales, it is suggested that you take advantage of Create's holiday sales event that happens around Thanksgiving. This is a free event to vendors. Also, with the souvenir book being online, you can direct people to the roundtable page, as the book will be online long after the Convention is over.**

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 received no later than **April 10, 2025**. Mail to:*

Kim Wood
4732 Elise Court
Greenfield, IN 46140
317-502-6961
gwood14@att.net

*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****



2025 Cincinnati, OH National Convention 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 _____

Website to order kits at after the convention is over _____

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" ___ 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*)

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 \$ _____ (**\$15 or less**)

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 No 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.)