



Class Proposal Form

Complete form and return to:

Offinger Management Co.

1100-H Brandywine Blvd, Zanesville OH USA 43701-7303

Phone: 740-452-4541 • Fax: 740-452-2552

Submission Deadline: December 21, 2009

Fill in boxed areas

Please type or print.

Class Sponsors Must Be 2010 Memories Scrapbooking Expo™ Exhibitors.

Memories Scrapbooking Expo™ provides outstanding education to our attendees. We're looking for the BEST teachers presenting the BEST projects, ideas and techniques for our 2010 schedule. Classes will be chosen based on originality and the use of the freshest ideas and techniques. Submission of class proposal does not guarantee class can be taught at requested location. If class is accepted and scheduled, you will receive a Class Confirmation. If you have additional classes to propose, please copy this form and complete boxes 3, 4 and 5.

1 COMPANY SPONSOR INFORMATION

Company Sponsor _____
(Please print. Company name may be abbreviated.)

Your Name _____

Mailing Address _____

City _____ State _____ ZIP+4 _____ Nation _____

Phone () _____ Toll Free # () _____ Fax () _____

Email _____ @ _____ Web _____

Completing this form serves Management notice that you agree to be contacted by mail, phone, fax and/or email.

Memories Scrapbooking Expo™ to issue \$8.00 per ticket sold. Check will be mailed within 60 days after the event.

Please remit check to: Company Sponsor Instructor

2 INSTRUCTOR INFORMATION

Mr. Mrs. Miss Ms.

Instructor _____

Mailing Address _____

City _____ State _____ ZIP+4 _____ Nation _____

Phone () _____ Toll Free # () _____ Fax () _____

Email _____ @ _____ Web _____

Completing this form serves Management notice that you agree to be contacted by mail, phone, fax and/or email.

3 CLASS SCHEDULE

If scheduling allows, I would teach this class a maximum of:

- 1 time on Friday 2 times on Friday
 1 time on Saturday 2 times on Saturday

I prefer: Morning Afternoon

Each classroom will be provided with the following basic audio/visual equipment if checked:

- Overhead Projector Screen Podium

Additional A/V equipment must be provided or rented by the class sponsor.

Additional A/V equipment class sponsor plans to order (for our information only):

4 REQUIRED ITEMS

Please include the following items with your proposals:

- Class Project Samples
 Class Project Photo*
 Instructor Bio*
 Instructor Photo*

*These items will be used for promotion on our website and may be emailed to Kgibson@Offinger.com.

5 PLEASE (✓) CHECK APPROPRIATE BOX

- Project-Based Class — Attendee leaves class with a near or completed endeavor (i.e., layout, mini-album, etc.) for which supplies were provided.
 Technique-Based Class — Attendee leaves class with knowledge and skill of a new procedure by which a complex task is accomplished (i.e., distressing, stamping, etc.) and leaves with product(s) to use technique at home.

CLASS INFORMATION (MAKE COPIES AND SUBMIT ONE FORM PER CLASS):

Class Title (please limit to 60 characters) _____

Degree of Difficulty (PLEASE SELECT ONLY ONE): Beginner Intermediate Advanced All Levels

Amount of time necessary for this class: 60 minutes 90 minutes 120 minutes

Maximum number of students you prefer: 30 40 50 Other _____

List all supplies students must bring to class: _____

Will this class have a materials fee in addition to the class price? (all teachers are responsible for collecting this fee during the class)

No Yes If yes, how much? _____ What does the material fee cover? _____

CLASS DESCRIPTION (Copy will be used for class promotion on Web site, in e-mails, etc. Give best verbal impression for marketing, limit to 125 words and include what the student will accomplish and/or leave the class with; please include the manufacturers' names of any products used in class.)

6 SPECIAL NOTE: I understand if I must cancel a class for any reason, I will be responsible for reimbursement to Memories Scrapbooking Expo™ for any class tickets sold.

ACCEPTANCE OF CONDITIONS, RULES & REGULATIONS (HERE AND ON BACK OF THIS AGREEMENT)

Name (please print) _____ Authorized Signature _____ Date _____

CONDITIONS, RULES & REGULATIONS

AGREEMENT

In consideration of Offinger Management Co. (Memories Scrapbooking Expo™) agreeing to permit the named COMPANY SPONSOR to perform services and work under the terms and conditions as set forth here, in the Contract & Space Reservation Form and the Exhibit Kit, the COMPANY SPONSOR covenants and agrees as follows:

COMPANY SPONSOR represents and warrants that all services provided shall be done so in accordance with all applicable Conditions, Rules and Regulations.

COMPANY SPONSOR agrees to protect, defend, indemnify and hold harmless Offinger Management Co. (Memories Scrapbooking Expo™), its officers, agents, designees, employees, and its beneficiaries from any and all liability, damage, or expense by reason of any injury, either to person or property, sustained by or caused by the intentional and/or negligent acts, errors or omissions of the COMPANY SPONSOR, its officers, agents, employees or subcontractors, in the performance of services under this Agreement.

The parties to this Agreement hereby agree that this Agreement is entered into in Zanesville, Muskingum County, Ohio, and that any disputes between the parties to this Agreement arising out of or in any way connected with this Agreement or the interpretation of the terms and conditions contained therein shall be governed by Ohio law and the jurisdiction of Ohio courts to the fullest extent permitted, and that the sole and exclusive venue for any suit or action between the parties to this Agreement arising out of or in any way related to this Agreement shall be the Muskingum County Common Pleas Court of Muskingum County, Ohio.

In the event of claim, suit, loss, damage or injury to which this indemnification agreement applies, COMPANY SPONSOR agrees to pay for the defense of OFFINGER MANAGEMENT CO. (Memories Scrapbooking Expo™) and its officers, agents and employees against such claim, suit, loss, damage or injury, such defense to be provided by counsel of OFFINGER MANAGEMENT CO.'S (Memories Scrapbooking Expo™) choice.

Any action relating to or arising out of this Agreement or the subject matter thereof must be brought within one year of the date on which the cause of action sought to be enforced occurred.

The parties to this Agreement hereby agree that this Agreement represents the final and complete agreement between the parties, and that this Agreement entirely replaces and supersedes any prior or contemporaneous understandings or agreements between the parties, whether written, oral or otherwise. The parties further agree that this Agreement may be modified only by a writing signed by both parties to the Agreement.

By signing this agreement on the reverse side of this form, COMPANY SPONSOR agrees that all materials (handouts, slides, etc.) are original work or that copyright permission has been granted.