

HIGHLAND WOODWORKING

INFORMATION FOR INSTRUCTOR

TERMS AND CONDITIONS

INSTRUCTOR NAME:

CLASS NAME:

DATE(S): To be determined

HOURS:

ENROLLMENT CAPACITY: 8 Hands On, 40 Lecture Series

MINIMUM ENROLLMENT: 4, Lecture minimum varies

(Class will be cancelled if minimum enrollment is not met unless other terms are agreed to)

MATERIALS REQUIRED: To be determined

(Material Expense will be split with Instructor in accordance with Net Revenue share)

This is to clarify and confirm the terms of your agreement with Highland Hardware, Inc., dba Highland Woodworking to teach the above mentioned class on the dates and times indicated. Please read these terms carefully, sign where indicated, and return to:

Ed Scent

Highland Woodworking, Inc.

1045 N. Highland Ave., NE

Atlanta, GA 30306

HIGHLAND Woodworking will provide:

- Adequate workshop space and benches for the specified number of students
- Audio/visual equipment upon request
- Tools in good working order for the project specified*
*Some classes may require students to provide their own tools, depending on the project
- Advertising in Highland Woodworking print catalog, online sites and/or other appropriate media
- Administrative support (student notifications, copying hand-outs & class materials)
- Coffee in the morning for all-day classes

INSTRUCTOR will provide (In writing):

- Vital statistics:
 - Name, postal address, phone (home, work, cell), email, SSN or Federal tax ID

- A profile of your work and qualifications with a photo of yourself for use in the class bulletin
- Detailed description of the class (project, skills required, skills taught, etc.) with a photo of the project, if applicable
- An advance list of tools & materials that will be used in the class. You should supply this information at the time the class is scheduled, and should include an itemized material list including costs estimates
- A comprehensive list of supplies Highland Woodworking needs to supply for each student
- Supplies for the project (unless other arrangements are made with Highland Woodworking)
- Prep of stock (unless other arrangements are made with Highland Woodworking)

COMPENSATION

- Instructors receive 40% of net revenue collected for class enrollment OR a prearranged fee
- Material Expense will be split between Highland Woodworking and Instructor in accordance with the revenue share ratio
- The following expenses may be pre-approved for travel reimbursement with cost estimate:
 - Estimated round-trip coach airfare, or standard mileage @ .38 per mile
 - Hotel (1 night per half-day course, 2 nights per full-day course)
 - \$25 per diem for meals
- With prior approval, the instructor will be reimbursed for Instructor material expense share for Instructor-purchased materials with submittal of original receipts
- Payment terms are net 30 days

CANCELLATION POLICY

- Highland Woodworking reserves the right to cancel any class at any time for any reason. This is most commonly a result of inadequate enrollment. In any case, we make every effort to consult with the instructor for consensus prior to taking this step.
- If the instructor must cancel for cause, the instructor should notify Highland Woodworking as far in advance of the beginning of the class as possible.

ADDITIONAL INFORMATION

- The instructor should be present in the classroom in sufficient time prior to the beginning of the class to be fully prepared.
- Please allow 15 minutes at the end of each class day for students to straighten up the area and return tools to their proper place.
- Any projects made by the instructor during the class with materials provided by Highland Woodworking will remain the property of Highland Hardware unless other arrangements are agreed upon in advance.
- Instructors should refrain from making disparaging remarks about any product, brand, manufacturer or competitor in the class.

- The instructor is allowed to sell his/her product in the class (videos, books, antique tools, kits specific to the class, etc.) only if these items are NOT carried by Highland Woodworking.
- Instructor products will be sold through the retail system at Highland Woodworking.
- Highland Woodworking will retain 20% of revenue realized from items sold on behalf of the Instructor.
- All classes will include instruction on safety. This should cover general safety procedures (see below) and specific procedures appropriate to the tools & materials in use during the class.

GENERAL SAFETY: KEY POINTS TO DISCUSS

- Use of safety glasses, hearing protection and any other necessary equipment
- Location of:
 - First aid kits
 - Eye wash station
 - Fire extinguisher
 - Emergency first aid panel
- Rendering aid:
 - If emergency call 911 immediately
 - See emergency first aid instruction panel and take appropriate action
 - Summon staff for assistance

SPECIFIC ARRANGEMENTS REQUESTED FOR THIS CLASS:

Photo Release:

I hereby irrevocably authorize Highland Hardware, Inc., dba Highland Woodworking to copy, exhibit, publish or distribute any and all images of me for purposes of publicizing Highland Woodworking programs or for any other lawful purpose. In addition, I waive any right to inspect or approve the finished product wherein my likeness appears.

Please sign and date below to indicate your agreement to the terms of this document.

Signature

Date