

Midwest Weavers Association

Conference Guidelines

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INTRODUCTION TO CONFERENCE GUIDELINES

The Midwest Weavers Association Conference provides an opportunity for host guilds to organize and execute a 5 – 6 day fiber education program. The host guild determines and takes responsibility for the theme, location, events, committees, publicity, insurance, instructors, judges, vendors and registration. These guidelines will assist the host guild with these areas as will the conference reports and notebooks from previous conferences. The goals of the conference should be in keeping with those listed in the Midwest Weavers Association By-Laws and Standing Rules and should be accessible to members and friends of the Midwest Weavers Association. The conference requires time and effort to produce, but it is also a fun and rewarding learning experience. MWA would not exist without conferences and the great volunteers who organize them.

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Liaison

The Midwest Weavers Association (MWA) Board members will provide the host guild with a liaison to assist as needed with the planning of the Midwest Weavers Conference. The liaison's role is to ensure information has been provided to the hosts and that everyone understands his/her role in the MWA. The host guild is asked to communicate with the liaison and provide minutes of meetings and drafts of mailings as they are developed. The members of the Board are available for questions and assistance as well as the Liaison/Board Member.

Conference Reports

Previous conference report/notebooks will be forwarded to the conference hosts. Sections may be copied and distributed to local chairpersons. Also included in the reports are names and phone numbers for people who have worked on conference committees and who will answer questions.

Funds

The Midwest Weavers Association provides funds for various activities to each conference host. These funds may be loans or “paper” transfers and are usually included as income and expenses on the conference budget. (See Budget & Finances)

Start Up – The MWA Treasurer will advance funds (after the budget has been submitted) up to \$4000 which shall be returned at the end of the conference.

- Awards and Scholarships (listed in MWA Standing Rules and Conference Guidelines)
- Registration and housing fees for MWA Board Members
- Registration and housing fees for two representatives of the next conference
- Registration and housing fees for two representatives of the previous conference
- Funds for ads in two issues of *Handwoven* and *Shuttle, Spindle and Dyepot*
- Postage for mailing the registration books to all MWA members

Awards

Conference hosts may budget additional funds for awards. The awards described in the Standing rules are provided by MWA as a minimum amount for each area. The hosts determine the categories and amounts for each category (1st or 2nd places).

Scholarships

MWA will provide the most economical conference housing and registration for the Jack Baker Scholarship to a person who has been weaving five years or less. Selection will be made by a MWA committee.

Other scholarships may be provided as funds are available with selections made by a MWA committee. Anyone that has previously been awarded a scholarship and has used it will not be eligible for another scholarship. All of the scholarships will be described in the registration books. Text will be provided by the MWA committee chairman.

Web Site

The conference website will be posted on the MWA website upon receipt of the host's conference information.

Membership Names and Addressees

MWA will provide mailing labels and /or database for mailing the registration books. It is MWA's policy not to share this list, so the labels should be used for this mailing only.

MWA requires the following from the host guild

Contracts Review

The Midwest Board Chairman or Midwest Treasurer must co-sign any contracts or financial agreements of \$2000. The Board Chairman must review any site rental agreement or contract before it is signed.

Conference Schedule

The host guild is asked to schedule a 45-minute general membership meeting during the conference. This might precede a program or speaker at a time when the majority of attendees would be present.

The MWA Board will host an hour-long Leadership Meeting, usually at breakfast. Conference hosts should include this meeting in the schedule and provide a location for the meeting. It should be scheduled so as not to interfere with classes or other programs.

Reports

The conference hosts are asked to furnish two copies of reports to the Midwest Weavers Association within four months after the conference. These should include copies of mailings and contracts, suggestions for the next hosts, and names and contact information of committee chairmen. One may be sent to the next conference chairman along with reports from three previous conferences. The other is sent to the liaison for Board use.

Because of IRS regulations, conference accounts need to be closed and checks and receipts sent to the MWA Board Treasurer along with the financial report and all supporting documents by November 30 of the year of the conference. Upon receipt of these documents the host guild will receive a stipend of \$3,000.

CONFERENCE PLANNING TIMELINE

This section is a suggested timeline to use in order to get everything involved in hosting a conference done in a timely manner. There will be circumstances when it is not possible to follow this timeline exactly and you will have to make up your own. There may also be things in here that may not pertain to the conference you have envisioned.

2 – 4 years before the conference

- Volunteer to host
- Determine co-chairs or planning committee
- Send letter of application to MWA Board Chair
- Secure a venue
- Choose theme, logo, and dates for the conference
- Submit a preliminary budget to obtain start up monies
- Establish a bank account and credit card service
- Secure liability insurance
- Arrange for exhibits with local art galleries, art council, or businesses
- Submit information to the Midwest Board so it can be put on the website and included in the newsletter

2 years – 18 months before the conference

- Establish committee chairs and have as many as possible attend the next Conference. Two people will be able to attend the next conference at MWA expense, usually the co-chairs of the conference
- Present an invitation at the next conference announcing your conference and inviting everyone to attend
- Set up a site tour for committees and your liaison from the MWA Board
- Secure keynote speaker(s), teachers (encourage local teachers), and Judges for the fashion show and exhibits
- Establish a publicity timeline
- Committees: establish timelines, and someone to take notes for the reports
- Final budget submitted to MWA

9 months before the conference

- Advertise (Handwoven; Shuttle, Spindle & Dyepot; other magazine calendar listings, guild newsletters, social media, etc.)
- Finalize teacher list, class descriptions, and signed contracts
- Preparation for conference booklets and/or website
 - Application forms for exhibits and fashion show
 - Description of housing
 - Tentative schedule (include general membership meeting 45-minutes prior to a well-attended event and Leadership meeting for past, present and future hosts)
- Classes and teacher
 - Scholarship information
 - Registration and registration deadlines
- Get booklet printed, if having one

- Secure awards (see awards section)

6 months before the conference

- Mail registration book if having one

2 months before the conference

- Cancel classes with insufficient enrollment
- Finalize site/facilities arrangement
- Organize transportation for teachers and speakers
- Get printing done (programs, signs, etc.)

Prior to November 30

- Turn in final budget and accounting
- Conference reports due: 1 copy for MWA Board, 1 copy for the next conference hosts and 1 copy for you to keep

COMMITTEES

Listed below are “some” of the committees that have been used at past conferences. Each conference is different, with different needs. These committees can be combined, deleted, or more committees can be created to fit the particular needs of each conference.

Teachers and speakers
Vendors
Registration
Treasurer
Guild exhibits
Members’ exhibits
Teachers’ exhibits
Food – meals and receptions
Facilities
Volunteers
Fashion Show
Goody bags
Signage
Swatch swap
Printing – mailers, booklet, signage
Tours
Publicity
Graphic artist – design the logo, bags, pins
Information table/hospitality room

CONFERENCE FACILITIES CONSIDERATIONS

Listed below are some things to consider when deciding on a venue for the conference.

Accessibility – ease of getting around the venue for our elderly or disabled members

Transportation – rides to and from airport, shuttles or golf carts if there is any distance between buildings.

Housing and Food – accommodations for 300-400. This includes attendees, teachers, speakers, vendors and host committee either on site (campus) or contracted with nearby hotels.

General Meeting Space

- Keynote Address
- Fashion Show
- Other gatherings

Vendor space

- Booths 8 x 10 or 8 x 8; vendors will rent 1 – 10 spaces
- Loading dock or accessibility to the space
- Area near the rest of the conference activities

Classroom/Workshop space

- Rooms large enough to accommodate looms
- Space appropriate for dyeing, basketry, jewelry

Exhibit space

- Members' exhibit
- Guild exhibits
- Fashion Show exhibit
- Teachers' exhibit

REGISTRATION

The Midwest Weavers Association Board requires that each conference offer online registration in addition to registration by mail.

Tasks related to implementing online registration will be coordinated between the conference Registrar and MWA Database Manager.

All fees associated with the online registration will need to be included in the conference budget. All credit card fees will need to be included in the budget as well.

WEBSITE

The MWA Board has designed a website to be used by conferences and will host the conference website as part of the overall Midwest Weavers Association website. The Guild(s) planning the conference are expected to provide all content and graphics to the MWA Webmaster. A draft of the website will be provided to the Guild for comment prior to publication

BUDGET AND FINANCES

Included in this section is a broad budget outline. This is to be used as a guideline in preparing the budget for your conference. The MWA Board asks that you use this format when turning in both your budget and final treasurer's report.

The budget outline is just that, an outline. You can have more categories or less categories depending on your conference needs. Just because a category is on the outline doesn't mean that your conference has to have that particular item for your conference. You may decide not to sell extra tickets for the fashion show or you may decide to sell day passes to the vendors. The details are up to you.

You must present a preliminary budget to the MWA Board in order to receive start-up funds of up to \$4,000.00. The preliminary budget should have the attendance set at 300 attendees. This can be revised later if the need arises.

The amount set for registration needs to cover the cost of the facilities, teachers' fees and travel expenses and operational costs. Operational costs include printing, postage, copies, receptions, speakers, signage, etc. The amount set for housing and meals should be based on actual costs. Exhibit fees should cover the costs incurred in holding the exhibit. When figuring the fees and expenses of each teacher and the classes that person will teach, set a break-even cost. This will be used in determining whether or not to cancel a class if enrollment for that class is low.

The treasurer will need to set up checking account at a local bank. You should also make arrangements with the bank for credit card service unless your guild already has that available.

You will need to get liability insurance. This can be done through your local insurance agency. The treasurer will also need to be bonded, again through a local insurance agent.

You may need to get a tax ID number if your guild does not have one and your state requires it.

Any contract over \$2,000.00 must be approved by the MWA Board. All contracts should have a cancellation clause in case of some unforeseen circumstance.

Registration, room and board for the MWA Board members is to be waived. Registration, room and board will also be waived for the Web Site Manager. Two hosts from the next conference and 2 representatives from the previous conference will have their registration, room and board waived.

Several items will be "paper transfers" and must be accounted for in both income and expenses. This will be any funds that are paid by MWA such as the registration and housing listed above, start-up funds, awards, scholarships, postage for the registration books (if you are having them) and ads in *Handwoven* magazine and *Shuttle, Spindle & Dyepot*.

MWA will pay for 2 ads in *Handwoven* and 2 ads in *Shuttle, Spindle & Dyepot*. This will be another "paper transfer". The ads are billed directly to the Midwest Weavers Association. The bills should be sent to Bobbie Humphrey-Stephens, 9046 N. Regent Rd., Bayside, WI 53217. The ads will need to be designed and written by whoever is doing publicity for the conference.

Sample Outline Treasurers Report

	Budget		Actual		Over/(Under)
Income	Attendees	Amount	Attendees	Amount	
Registration					
Preconference registration					
Conference registration					
4th class fee at conference					
Housing and Meals					
Rooms - single					
Rooms - double					
Meals					
Vendor booth fee					
Subtotal					
Juried fashion show					
Entry fee					
Ticket sales					
Guild exhibits					
Entry fee					
Members exhibit					
Entry fee					
Subtotal - exhibits & fashion show					
Tours					
All day tour					
Morning tour					
Afternoon tour					
Subtotal					
Souvenirs					
Bag sales					
Pin sales					
T-shirt sales					
Mug sales					

Subtotal

Awards

MWA - juried fashion show	\$ 325
MWA - Margaret O'Shaughnessy Award	\$ 200
MWA - members exhibit	\$ 325
Other Budgeted Awards	

Subtotal

MWA – start-up money	
MWA - postage for registration book	

Subtotal

Total Income

Expenses	Budget		Actual		Over/(Under)
	Attendees	Amount	Attendees	Amount	
Location					
Conference fee					
Insurance					
Building and room fees					
Shuttle busses					
Parking					
Subtotal					
Housing and Meals					
Single rooms					
Double rooms					
Meals					
Subtotal					
Printing and Postage					
Printing registration book					
Printing award certificates					
Printing attendees list					
Printing conference schedule book					
Printing misc.					
Postage registration book					
Postage misc.					
Subtotal					
Speakers/Teachers					
Speakers					
Teachers' fees					
preconference workshops					
mini sessions					
maxi sessions					
Travel					
Judges' fees					
Subtotal					
Commercial Vendors					
Booth set up					
Room rental					
Subtotal					
Juried Fashion Show					
Models					
Light and Sound Technicians					
Programs					
Reception					
Awards					
Subtotal					

Guild Exhibits

Booth set up

Awards

Subtotal

Members Exhibit Awards

Tours

Souvenirs

Bookmarks

Pens

T-shirts

Pins

Tote bags

Mugs

Subtotal

Committee/Board Reimbursements

Registration for MWA Board

Registration for committee chairs

Room and board

Subtotal

Administration

MWA operations

MWA startup money

Surety Bond

Advertising

Signs

Credit card fees

Subtotal

Total Expenses

Net Gain/(Loss)

Sample Agreement

Midwest Weavers Association, Inc.

Keynote Speaker Agreement

1. This agreement is entered into by and between _____ hereinafter referred to as the Keynote Speaker, and Midwest Weavers Association, Inc., hereinafter referred to as MWA.
2. The Keynote Speaker agrees to offer the keynote address for MWA at its 20__ Conference to be held at _____.

By signing this contract, the Keynote Speaker also agrees to allow MW20__ to publish their name in MW20__ Conference promotional literature, advertisements, conference brochures and Internet Web pages.

3. MW20__ agrees to supply the following:
 - a) A room appropriate for the keynote address;
 - b) Audio-visual equipment and supplies requested in writing by the Keynote Speaker.
4. The Keynote speaker agrees to supply the following to MW20__ Conference:
 - a) Original copy of this contract, signed and dated, returned by _____.
 - b) One paragraph summary of Keynote Speaker's biographical or previous teaching experience for use in the registration brochure (subject to editing), not to exceed 150 words, due by _____.
 - c) One paragraph summary of the keynote address for use in the registration brochure, (subject to editing), not to exceed 150 words, due by _____.
 - d) Photograph of work that is representational of the content of the keynote address for use in promotional materials, due by _____.
 - e) A representative piece of the Keynote Speaker's work to be included in the Instructor's Exhibit at the MW20__ Conference. Details to follow.
5. In consideration for the services stated in 3 and 4 above, MW20__ Conference agrees to compensate the Keynote Speaker upon completion of the address:
 - a) An honorarium of \$ _____;
 - b) Room, board, and transportation as stated in sections 6 and 7;
 - c) Waived MW20__ Conference registration fee and entry to all events included in registration fee.
6. Room and Meals
 - a) Single room housing
 - b) Meals provided in dining hall

7. Travel

MW20__ will reimburse the Keynote Speaker for travel expenses as follows:

- a) Least expensive coach round trip fare from city of origin to _____. Air travel is to be arranged by the Keynote Speaker after receiving confirmation from MW20__. MW20__ will not reimburse for auto rentals. MW20__ will not reimburse for additional charges incurred due to rescheduling booked flights and ground transportation.
- b) Driving expenses will be reimbursed at the rate of _____ per mile for a direct route from city of origin to _____, not to exceed the cost of airfare as determined above. Parking space will be provided by MW20__.

8. Insurance

MWA and MW20__ Conference Committee will carry no insurance on persons at or property brought to the conference. If insurance is desired, it must be provided by the individual.

9. Shipping

MW20__ will consider reimbursement for reasonable shipping charges of items for the address. All requests for shipping reimbursement MUST BE APPROVED BY THE MW20__ CONFERENCE PROGRAM DIRECTOR IN ADVANCE.

10. Cancellation policy

In the event the Keynote Speaker is unable to fulfill this contract, the Keynote Speaker will notify MW20__ as soon as possible and expect no payment. The Keynote Speaker agrees to reimburse MW20__ for any reasonable and necessary expenses incurred by MW20__ because of the breach of terms and conditions of this agreement. This includes failure to provide the documents and items listed in section 4 above, when due, and failure to appear to conduct the scheduled time.

By signing this, I agree to all the terms and conditions in this agreement.

Keynote Speaker's signature	Date	MW20__ Representative	Date

Keynote Speaker's printed name, social security number

Phone, email address

Mailing address

Sample Agreement
Midwest Weavers Association, Inc.
Teacher Workshop Agreement

1. This agreement is entered into by and between _____ hereinafter referred to as the instructor, and Midwest Weavers Association, Inc., hereinafter referred to as MWA.
2. The Instructor agrees to conduct the following workshop/seminar(s) for MWA at its 20__ Conference to be held at _____, hereinafter referred to as MWA 20__.

Pre-Conference Workshop – three days:

- 1.

Maxi-Sessions – 5 hours/one day of instruction per session:

- 1.
- 2.

Mini Sessions – 2.5 hours/one half day of instruction per session:

- 1.
- 2.

By signing this contract, the Instructor also agrees to allow MW20__ to publish their name, workshop information and photographs submitted (see 4.h) in MW20__ Conference promotional literature, advertisements, conference brochures and Internet Web pages.

3. MW20__ agrees to supply the following for the workshop:
 - a. A room appropriate for the workshop, subject to the restrictions of the University;
 - b. A volunteer assistant to help with the move into and out of the room, room set-up, distribution of supplies and printed materials, and the smooth running of the workshop.
 - c. Visual aid and other equipment and supplies requested in writing by the Instructor and approved in writing by the MW20__ Conference Program Director.
 - d. Up to 10 pages (20 sides) of duplicated instructional material for each workshop participant.
4. The Instructor agrees to supply the following to MW20__ Conference:
 - a. Original copy of this contract, signed and dated, returned by _____.
 - b. One paragraph summary of Instructor's biographical or previous teaching experience for use in the registration brochure (subject to editing), not to exceed 150 words due by _____.
 - c. One paragraph summary of the workshop for use in the registration brochure (subject to editing), not to exceed 150 words, due by _____. Summary must include an ability level expectation of the Instructor for student's prior knowledge as Beginner, Intermediate, or Advanced.
 - d. These three lists of supplies and equipment or preparation words:

- a. That which the student is required to bring; due by _____
 - b. That which the student is required to prepare; due by _____
 - c. That which is to be supplied by MW20__ including audiovisual needs, specific room
 - d. Requirements (see enclosed forms); due by _____
 - e. A copy of handout materials to be duplicated by MW20__ due by _____
 - f. A list of materials fees. See enclosed form. Only fees published in the registration book may be collected; due by _____
 - g. Request for a volunteer aide, due by _____ (see enclosed forms)
 - h. Photograph of work that is representational of the content of the workshop for use in promotional materials, due by _____
 - i. A representative piece of the Instructor's work to be included in the Instructor's Exhibit at the MW20__ Conference. Details to follow.
5. In consideration for the services stated in 3 and 4 above, MW20__ Conference agrees to compensate the Instructor upon completion of the workshop:
- a. An honorarium of:
 - \$_____ for each pre-conference workshop
 - \$_____ for each maxi-session
 - \$_____ for each mini-session
 - b. Room, board, and transportation as stated in sections 6 and 7
 - c. Waived MW20__ Conference registration fee and entry to all events included in the registration fee.
6. Room and Meals
- a. Single room housing as follows:
 - For Instructors teaching during pre-conference:

 - For Instructors teaching during conference only:
 - b. Meals provided in the dining hall as follows:
7. Travel
- a. MW 20__ will reimburse the Instructor for travel expenses as follows:
 1. Least expensive coach round trip fare from city of origin to _____
Air travel is to be arranged by the Instructor after receiving workshop confirmation from MW20__. MW20__ will not reimburse for additional charges incurred due to rescheduling booked flights and ground transportation.
 2. Driving expenses will be reimbursed at the rate of _____ per mile for a direct route from city origin to the of conference site, not to exceed the cost of airfare as determined above. Parking space will be provided by MW20__.
8. Insurance

8. Insurance

MWA and the MW20__Conference Committee will carry no insurance on persons at or property brought to the conference. If insurance is desired, it must be provided by the individual.

9. Shipping

MW20__ will consider reimbursement for reasonable shipping charges of items for the workshop. All requests for shipping reimbursement MUST BE APPROVED BY THE MW20__ CONFERENCE PROGRAM DIRECTOR IN ADVANCE.

10. Cancellation policy

- a. The Instructor understands that if the workshop does not have the minimum number of registrants as determined by MW20__, MW20__ has the right to cancel any/all workshop/seminar(s). MW20__ will either cancel or confirm the workshop/seminar(s) and notify the Instructor in writing on or before _____. Note: The cancellation of one or more workshop/seminar(s) does not invalidate this contract for the balance of the workshop/seminar(s) listed above in Section 2. The Instructor agrees that cancellation(s) may impact payment for total or partial room, board, transportation, shipping and registration fees. The Instructor also agrees that if the MW20__ Conference must be cancelled because of conditions beyond the control of MWA, there will be no payments.
- b. In the event the Instructor is unable to fulfill this contract, the Instructor will notify MW20__ as soon as possible and expect no payment. The Instructor agrees to reimburse MW20__ for any reasonable and necessary expenses incurred by MW20__ because of the breach of terms and conditions of this agreement. This includes failure to provide the documents and items listed in section 4 above, when due, and failure to appear to conduct the scheduled workshop.

By signing this, I agree to all the terms and conditions in this agreement.

Instructor's signature	Date	MW20__ Representative	Date
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Instructor's printed name, social security number

Phone, email address

Mailing address

Sample Form
Midwest Weavers Association, Inc.
Vendor Registration Form

Name of company: _____

Name(s) of proprietors: _____

Business address: _____

Business phone: _____ Fax: _____

E-mail: _____

Type of products sold – please specify if you have large pieces or heavy equipment:

Number and names of persons attending: _____

Number of vehicles to park: _____ Number of volunteer helpers needed: _____

Number of 8' x 10' booth spaces requested at \$ _____ per booth _____

Number of 110 volt electrical hook ups needed: _____

May we list your name and address on our web site? _____ Yes _____ No

If you have a web site for your business and would like us to provide a link to it, please write your URL here _____

Each booth will come with one 6' table, 2 chairs and pipe and skirting. Please provide your own table covering. The booth fee is \$ _____ per 8'x10' booth space. The total amount is due with your completed registration form by _____. Please send this registration form with a check payable to _____ to:

Midwest Weavers Association, Inc.
Exhibit/Vendor
Rules and Regulations

1. **Default in Occupancy** – In the event the Exhibitor/Vendor fails for any reason to install its exhibit in the assigned space, or fails to pay the rent at the time herein provided, or fails to comply with any other provisions of this Agreement, MW20__ shall have the right without notice to Exhibitor/Vendor to take possession of said space in any lawful way and assign space, or any part thereof, to such party or parties and upon such terms and conditions as it may deem proper. Exhibitor/Vendor agrees to pay for any deficiency or for any other loss or damage of whatever kind suffered by MW20__ because of such failure on Exhibitor's/Vendor's part. Exhibitor/Vendor agrees that if MW20__ is unable to affect a new occupancy of said space, MW20__ shall have the right to occupy or cause said space to remain unoccupied without any refund, rebate or allowance to Exhibitor/Vendor and all sums therefore paid by Exhibitor/Vendor shall be deemed to be liquidated damages resulting from Exhibitor's/Vendor's default.
2. **Sub-Leasing** – Exhibitor/Vendor shall not sell, assign or sub-let any space allocated to it, or furnish any space or facilities for any exhibits other than its own without the prior written consent of MW20__. Any violation of this provision shall be deemed a default of this agreement.
3. **Failure to Hold Conference** – If MW20__ is unable to conduct the Conference for any reason whatsoever, or if Exhibitor/Vendor is unable to occupy any space assigned to it because of fire, unavoidable or inevitable accident, or for any other cause beyond the control of MW20__, then and in any such event, this Agreement shall terminate and Exhibitor/Vendor shall be entitled to a full or proportionate refund, and the case may be, of all sums therefore paid by it to MW20__ pursuant hereto and Exhibitor/Vendor shall have no further claims against MW20__.
4. **Limitation of Liability** – MW20__, its directors, staff, agents and volunteers shall not be responsible for any loss, damage or injury to any of Exhibitor's/Vendor's property or to Exhibitor's/Vendors agents or employees from any cause whatsoever during Exhibitor's/Vendor's occupancy of exhibit space pursuant hereto and Exhibitor/Vendor hereby expressly waives any and all claims against MW20__ for any such loss, damage or injury.
5. **Time Schedule for Setting Up and Dismantling of Displays** – MW20__ reserves the right to establish the time schedule for and manner of setting up and dismantling of Exhibitor's/Vendor's display and Exhibitor/Vendor agrees to strictly conform therewith.
6. **Nature of Exhibits** – MW20__ reserves the right to determine whether the display of each Exhibitor/Vendor is in conformity with the standards and policies of MW20__ and the purpose of the show.
7. **Master Agreement** – This agreement is subject to all of the terms, conditions, and provisions of an agreement which has been or will be entered into between MW20__ and Site for the premises to be occupied by the Conference, as such agreement may be amended from time to time.

8. **Indemnification** – Exhibitor/Vendor agrees to indemnify and hold MW20___, its officers, directors, planners and representatives harmless from and against any and all claims, demands, liabilities and expenses of third parties arising as a result of the use or occupancy of the space and the premises in which they are located by the Exhibitor/Vendor, its agents, servants, employees and invitees or others at the facility with its consent, or as a result of any act or mission of Exhibitor/Vendor, its officers, employees, agents and other persons who are doing business with Exhibitor/Vendor or who are at the space of the premises in which they are located with Exhibitor's/Vendor's consent including but not limited to claims and demands for death, claims and demands for personal injuries, and claims and demands for property damage.

9. **Waiver** – No failure by MW20___ to insist upon the strict performance of any term or condition of the Agreement, or to exercise any right or remedy available as a result of a breach thereof, and no acceptance of full or partial payment required hereby during the continuance of any such breach shall constitute a waiver of any such breach or of any such term or condition. No term or condition of the Agreement required to be performed by Exhibitor/Vendor and no breach thereof shall be waived, altered or modified except by a written instrument executed by MW20___. No waiver of any breach shall affect or alter any term or condition of this Agreement and each such term shall continue in full force and effect with respect to any other then existing or subsequent beach thereof.

10. **Amendment** – Any and all matters or questions not specifically covered by these Rules and Regulations may be amended at any time by MW20___ and all amendments so made shall be binding on Exhibitors/Vendors and shall become a part thereof.

AWARDS & EXHIBITS

The Conference hosts are to set the categories and criteria for all exhibits and fashion show(s). These may or may not be based on the theme of the conference. Several organizations sponsor awards that have a set criteria. Other awards may be set up by the host committee.

The host committee has the option of what and how they want to do, or not do, the fashion show and its awards. Some of the options may include juried or non-juried, non-juried but judged, popular choice, or any other way they decide.

The host committee will have to contact the organizations that have established awards to see if they wish to sponsor their awards at this conference. The organizations and awards are listed on the next page. Any changes to this listing should be sent to the Data Base Manager so the list can be kept up to date.

The host committee is responsible for the award ribbons.

AWARDS LIST AND
CONTACT PERSONS

Sponsoring Organizations

Contact Information

Midwest Weavers Association Members Exhibit - \$325.00 Juried Fashion Show -\$325.00 Guild Exhibit - \$200.00 (Margaret O'Shaughnessy Award)	Bobbi Humphrey-Stephens 1001 E. North Ave. Milwaukee, WI 53212
Deane Davis Award Novice basket, Members Exhibit	Sally Davis-Ekstrand 74210 Bjork Road Washburn, WI 54891
St. Louis Guild Elsie Bell Award - \$250.00 (Hand spinning)	Marilyn Holtzer 6636 Pershing Ave St Louis, MO 63130
Margaret Grant Award - \$250.00 (Fashion Show)	
Libbie Crawford Award Members Exhibit	
Handweavers Guild of America HGA Award	Handweavers Guild of America 1201 Peachtree St. NE, Suite 200 Atlanta, GA 3061
Shuttlecraft Guild Mary Unger Award	Nancy Frantz W3201 Cty. MM Elkhart Lake, WI 53020
Complex Weavers Members Exhibit 8+ shaft weaving	Amy Norris 8742 Teasdale Ave. St. Louis, MO 63124-1926

Long Thread Media Handwoven Magazine
Weaving for the Home Award
Of Excellence

Long Thread Media
1300 Riverside Ave, Ste 206
Fort Collins, Co 80524
Handwoven@longthreadmedia.com

Prairie Weavers Guild of Springfield, IL
Ila Roberts Memorial Award
Handwoven Table Linens

Linda Flotow
2504 Winfield Dr.
Springfield, IL 62704

**MIDWEST WEAVERS ASSOCIATION
SCHOLARSHIPS**

JACK BAKER MEMORIAL SCHOLARSHIP

This scholarship is named for Jack Baker, who served as MWA treasurer for a number of years, as a co-chair for MWC 1999 in Bloomington, IN, and as a friend to Midwest weavers in general. This scholarship is intended for a new weaver, someone who has been weaving five years or less, and covers the registration fee and room and board for a Midwest Weavers Conference.

MWA REGISTRATION SCHOLARSHIPS

The Midwest Weavers association will sponsor scholarships for each conference. The number of scholarships available for each conference will be up to 5% of the anticipated conference attendees. These scholarships are available to all members of the Midwest Weavers Association. The scholarship will cover the registration fee for the awardees to attend a Midwest Weavers Conference.

Contact the president of the Midwest Weavers Association Board if you are interested.

Sample Form

Guild Exhibit Evaluation Sheet

(Evaluate the Exhibits based on the following guidelines)

1. Adherence to the theme of the exhibit.
2. Overall appearance of the exhibit
3. Workmanship.
4. Presentation/Professionalism of the exhibit
5. Creativity of the exhibit
6. Documentation of the Guild involvement.