

# Instructor Agreement: 2026 San Francisco Stationery Fest

This Instructor Agreement (“Agreement”) is entered into between **San Francisco Stationery Fest (SFSF)** and the undersigned **Instructor** for training services to be provided at the 2026 event. Instructors may oversee **Classes** with specific instructional goals, **Seminars** which are generally more introductory, or **Meetups** which are opportunities to share a space with like-minded individuals with no specific instruction anticipated. **Seminars** and **Meetups** are expected to be open on a first-come, first served basis to attendees and should not include a tuition fee. “Course” is used as a general term encompassing these three event types.

## I. Course Information

- **Course Name:** \_\_\_\_\_
- **Class / Seminar / Meetup (circle one)**
- **Instructor Name(s):** \_\_\_\_\_

## II. SFSF Responsibilities & Provisions

SFSF agrees to provide the Instructor with the following:

- **Promotion:** A dedicated course listing on the official website ([www.sfstationeryfest.com](http://www.sfstationeryfest.com)) and social media promotion across Facebook, Instagram, and Threads.
- **Facility:** A classroom space accommodating a maximum of 30 seated participants.
- **Setup and Clear Out:** Instructors will be given 30 minutes before the scheduled class time to set up in the assigned classroom, and 15 minutes to clear the room after the scheduled end time. All participants are to exit the room during this time to ensure setup will be efficient for the next course.
- **Equipment:** Access to a single projector, screen, and document camera, provided upon advance request. Please make such requests at least three weeks prior to your planned event date to ensure availability.
- **Performance Insight:** Any formal feedback collected from class attendees following the event.

## III. Instructor Obligations

The Instructor agrees to fulfill the following requirements:

- **Content Submission:** Provide SFSF with the course title, tuition fee (if applicable), description, duration, and a list of materials (both provided and student-required) for website listing.
- **A/V Coordination:** Submit all requests for audio/visual equipment three weeks in advance of the event.
- **Course Materials:** Prepare and provide all necessary materials for students at the scheduled class time.

## IV. Fees and Payment Schedule

The Instructor shall pay a classroom fee to SFSF Staff on the date of the event based on the following scale:

- **\$50.00** per session for courses with a tuition fee of \$40.00 or below.
- **\$100.00** per session for courses with a tuition fee above \$40.00.
- Classroom fees will be waived for **Seminar** and **Meetup** events.

## V. Terms and Conditions

- **Compliance:** The Instructor agrees to abide by all obligations, fees, and terms cited within this Agreement.
- **Liability:** In consideration for being permitted to participate, **Instructors** release, waive, and discharge San Francisco Stationary Fest, its officers, directors, employees, volunteers, and agents (collectively, the "Releasees") from any and all claims, demands, or causes of action for personal injury, death, or property damage arising out of or related to participation in this activity.

## VI. Authorization

By signing below, I acknowledge that I have read, understood, and agreed to the terms of this Agreement for the 2026 San Francisco Stationery Fest.

**Instructor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Email/Phone:** \_\_\_\_\_