

Sarah Ann Smith

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CONTRACT between Sarah Ann Smith and -----

Guild Representative: _____	Alternate contact: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Phone(s): _____	Phone(s): _____
E-mail: _____	E-mail: _____

LECTURE: _____
Title: _____
Date/Day: _____
Time: _____
Location: _____
Presentation Fee \$475 for a one-hour presentation

Guild will provide:

- Display rack, pinnable wall or helpers to hold quilts.
- Three tables: one or two to hold quilts, one for sale items (done before or after lecture)
- Projector table and screen or large light-colored wall, long extension cord

WORKSHOP(s): _____
Title: _____
Date/Day: _____
Time: _____
Location: _____
Fee: \$795 in 2021 and beyond. Kit fee may apply. Workshops are limited to 20 students.

For **in person** workshops, the group will provide:

For Sarah:

- Three tables for teaching materials, sale items, and Sarah's digital projector.
- Wall or screen for projecting and heavy duty extension cord.
- A member of the guild to take attendance and collect any guild fees.
- Heavy duty extension cord for Sarah's digital projector, camera and laptop.

For Students:

- Distribute materials list in a timely fashion in advance of workshop
- One half table per student (2 students per 8'X 2 1/2' table)
- One iron and ironing station for every 4 students (more for fusing classes)
- Extension cords / power strips as needed according to the venue

For **Live Online** workshops and lectures, the group will do the following:

- Acknowledge and inform guild members that **NO** recordings are permitted; screen shots are permitted, just like photos in class.
- The guild shall provide **ZOOM LINKS** at least one week before the date of the lecture and workshop so that the instructor can become comfortable with the platform. Sarah can host the Zoom meeting if the lecture is fewer than 100 people. For more than that, the guild shall host the meeting or reimburse Sarah for any cost to upgrade her Zoom account for the month in which the lecture is offered.

- ❑ The guild shall designate a ZOOM co-host to help in a test session (2-3 days in advance) to minimize issues with the technology/sharing screen, etc. ... In addition, the co-host will be available during the lecture and the workshop to help with technology issues, the chat, etc....
- ❑ The Zoom link will be for guild members only. If several local guilds want to share a lecture, please contact Sarah to discuss costs to each guild.

TRAVEL:

Guild will be responsible for all travel expenses related to in person lectures/workshops from Hope, ME. This includes airfare (including two checked bags), mileage (IRS rate at the time of the program) and tolls. Depending on workshop, there may be additional shipping expenses. Sarah will book all travel and inform the contact person.

LODGING AND MEALS:

Guild will be responsible for providing room and board for in person events. Non-smoking hotel rooms are preferred. Meals on travel days and during the contracted lecture and teaching period to be provided by the guild or \$50 per diem. No restrictions on foods, but I do prefer healthy meals.

Name of hotel: _____
 Street address: _____
 Phone: _____ Reservation number: _____

FEEES:

Guild will send a \$100 non-refundable booking fee at the time the contract is signed. This deposit will be deducted from the final fees and expenses, which will be paid no later than the end of the last event (class or workshop). If a guild prefers to pay by PayPal, they may do so but must cover the PayPal administrative fee in addition to the lecture/workshop fee.

SALES:

As a service to the students, Sarah Ann Smith reserves the right to sell class supplies and other items. The Guild will not collect any commission on these sales. ----- Guild: Please Initial

CANCELLATION POLICY:

A cancellation fee applies for workshops cancelled once a contract is signed. If cancelled up to 60 days prior to the event the shop/guild's cancellation fee is 10% of total teaching/lecture amount plus any cancellation charges for airline tickets. If cancelled less than 60 days prior to the event the shop/guild's cancellation fee is 50% of total amount plus any cancellation charges for airline tickets. If multiple groups are sharing travel expenses, guild will still contribute its full share of travel even if the group must cancel their workshop/lectures. The shop/guild will be responsible for reimbursing expenses already incurred (tickets, shipping, penalties, etc.), and will be responsible for return shipping of materials already sent. Cancellation of digital events are subject to the same date and fee requirements.

Sarah will contact the guild for in person events to confirm before purchasing a plane ticket, usually 30-120 days in advance of travel. Once purchased, Sarah will send the guild documentation of the cost of tickets; the guild will send Sarah a check for the cost of the plane tickets, this amount will be applied as a credit to the entire bill.

A signed copy of this contract must be returned to Sarah Ann Smith before the booking is confirmed.

I have read the above agreement, and understand and agree to its terms:

Group Representative's Signature: _____ Date _____

Sarah Ann Smith Signature: _____ Date _____

PLEASE RETURN SIGNED COPY TO SARAH ANN SMITH. Thanks!

NOTE: For engagements requiring more than four hours of travel, I need a minimum booking of one lecture and two six-hour workshops. This can be split with another guild.