

Quilting Affection Designs  
Lecture/Trunk Show  
Contract



This contract will be used as part of any agreement between Tina Dillard, Quilting Affection Designs and the Guild/Organization. I prefer using this contract, even if your guild/organization has their own, due to the fact I need the follow the contained information in this contract.

**Guild/Organization:** \_\_\_\_\_

**Representative:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **Contact Email:** \_\_\_\_\_

**Website:** \_\_\_\_\_

This contract is entered between \_\_\_\_\_ (*guild/organization*) and Tina Dillard, Quilting Affection Designs.

**Lecture/Trunk Show**

**Lecture:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Fee:** \_\_\_\_\_

**Location** (*Please include name of building, street address, zip and phone*):  
\_\_\_\_\_

**Tina's (Quilting Affection Designs) will be responsible for:**

- Providing the guild/organization with a photo and bio for promotional uses.
- Quilts for Lectures/Trunk Shows.

**Guild/Organization is responsible** for providing the following at the time of the lecture. One to two tables to display quilts and patterns.

- Two people to help display and two people to fold the quilts during the presentation and one table to lay quilts on.
- If a projector is needed, please make sure the room is darkened. One table will be required to set up laptop and projector, and extension cord. A screen or blank wall will work best for the projection. (For Example, EQ7 Demo)
- I prefer to bring my quilts to my lectures/trunk show. I feel it is better to display and show the real quilt to get the full aspect I'm talking about. So, If I'm flying to a location, please beware there probably be additional baggage fees.

**Sales:** I will bring my patterns to sell after the lecture. The guild/organization may not collect any commission on these sales.

**Fees:** (2018-2019)

**One Hour Lectures: \$300 plus travel (.56/mile current IRS rate) and meals & accommodations if traveling over 3 hours.**

**Transportation:** The guild/organization will be responsible for reimbursement of all Tina's travel expenses. This includes current federal reimbursement rate per mile if traveling by car, or

Quilting Affection Designs  
Lecture/Trunk Show  
Contract



round-trip economy ticket if airfare is required. All additional fees such as baggage, airline fees, parking, and/tolls will also be reimbursed.

**Lodging:** The guild/organization will provide a non-smoking hotel or motel room with nearby restaurant or a smoke-free home with private bath and internet access.

**Meals:** Provided by guild/organization or \$40 per day to cover meals. Please be aware; I have a Gluten Free, high protein/low carb diet.

**Extra Days:** If Tina needs to spend extra time at your location to save you money on airfare or if no flights are available after the lecture/trunk show ends, the guild/organization will be responsible for meals and lodging on these additional days.

**Payment:** All fees and expenses must be paid to Tina at the conclusion of her lecture.

**Cancellations:** The guild/organization may cancel due to insufficient enrollment before the purchase of airline tickets. Tickets will be purchased three months prior to and no later than 30 days prior to the event. If the engagement is canceled after airline tickets are purchased or expenses are incurred, the guild/organization will pay the full fee. If lectures have been canceled after Tina has traveled to your area, she will be reimbursed for all fees incurred.

If illness, accident, serious family emergency, or conditions out of our control (blizzard, hurricane, death in the family, etc.) that prevents Tina from lecturing, it is agreed that this contract shall be null and void, and there shall be no claim for damage by either party. If airline tickets have been purchased, then both parties will work for an alternative date.

Name (please print): \_\_\_\_\_  
Guild/Organization Representative

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Guild/Organization Representative

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Tina D Dillard

A signed copy of this contract along with a self-addressed stamped envelope must be returned to Tina before a firm commitment can be made. I will make a copy of the agreement and mail it back.

Tina Dillard  
869 Copley Avenue  
Waldorf, Maryland 20602  
Cell: 240-210-5895  
Email: qa@quiltingaffection.com  
Website: www.quiltingaffection.com