



**Quilting Affection Designs
Lecture / Trunk Show / Workshop
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 its 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: *If lecture title and workshop have not been chosen, please write "TBD" (To Be Determine). Please inform Tina at least 6 months in advance of your choice.*

Lecture 1: _____

Date: _____ **Time:** _____ **Fee:** _____

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

Lecture responsibility:

Tina's (Quilting Affection Designs) responsible

- Providing the guild/organization with a photo and bio for promotional uses, *if needed*.
- 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 a laptop and projector and an extension cord. A screen or blank wall will work best for the projection.
- 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 that I am talking about. So, if I'm flying to a location, please beware there probably be additional baggage fees.



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Workshops: If lecture title and workshop have not been chosen, please write "TBD" (To Be Determine). Please inform Tina at least 6 months in advance of your choice.

Workshop 1: _____

Date: _____ **Time:** _____ **Fee:** _____

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

Workshop Set-up requirements:

- Two tables for Tina's work and demonstrations.
 - Tables for students to set up Sewing machines, no more than two students per table.
 - Adequate lighting and electrical outlets.
 - Ironing boards and irons, preferably one for every five students.
 - Maximum of 20 students per workshop and enough electrical power sources for sewing machines.
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Sales: Tina will bring her patterns, Studio 180 Design, and/or Sue Pelland Designs tools to sell after the lecture. For Workshops, Tina will sell items before and after workshops. No class time will be spent on purchasing items. The guild/organization may not collect any commission on these sales.

Fees: (2019-2020)

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

Workshops: \$25 - \$30 per student plus travel (.56/mile current IRS rate) and meals & accommodations if traveling over 3 hours. Price includes the price of the pattern if it is Quilting Affection Design Pattern. A minimum of 10 or more students and Maximum of 20 Students are required.

Expenses:

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



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- **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 / Workshop.

Cancellations: The guild/organization may cancel due to insufficient enrollment before the purchase of airline tickets. Tickets will be purchased three months before and no later than 30 days before the event. If the engagement is canceled after airline tickets are bought 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 expenses 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