

Letter of Agreement / Contract For Workshops & Lectures by Rachel Derstine

Rachel Derstine Designs
408 Dartmoor Road
Schwenksville, PA 19473
610-389-1742
Email: rachelderstine@gmail.com
rachelderstinedesigns.com/
artfulquiltingandsewing.com/

This is to confirm our verbal agreement that Rachel Derstine will present workshop(s) and/or lecture(s) for:

Conference/Guild name:

Address:

Phone:

Email & Website:

To be held on date(s):

FEES:

Lectures: \$375

Workshops: \$600/(\$550 if combined with lecture) per day (up to 6 hours) for up to 20 students. Additional students may be added for an additional fee of \$30.00 per student, per day, up to a maximum of 25 students, providing the classroom is adequate.

Payment: Fees & expenses to be paid immediately upon completion engagement.

WORKSHOPS: Prefer a minimum of one day workshop with or without lecture (unless combined with other Rachel Derstine workshops in the same geographical area during the same timeframe).

CLASSROOM REQUIREMENTS:

The classroom must have an electrical system able to handle a minimum of 1 iron per 4 students (irons blow fuses. Please make sure someone knows where the electrical breakers are). Other Items: table space enough for each student to work at a sewing

machine, with a large cutting board and iron next to it (ideally one table per student). Two tables to display samples and supplies. One table to be set up for teacher's demos with sewing machine, etc. If Rachel is flying, she will need a sewing machine (preferably a Bernina 550 machine) for demos. Room must have adequate lighting and ventilation.

Optional: For some classes, it is necessary for each student to have a "working wall" that can be pinned to, or movable design boards, such as 40" x 60" foam core or insulation board. If these are not available we will need to add a large piece of flannel or batting to the supply list for each student to bring to use as a working wall design board.

LECTURE REQUIREMENTS:

The lecture room must be able to be darkened. Other Items: Digital projector for Powerpoint Presentation if possible (if you don't have this, tell Rachel and she will bring her own projector) with enough electrical outlets, table for laptop and projector and screen or large blank white wall. Microphone for audiences of more than 50 people. Two tables to display quilts I bring and items for sale. Quilt stand(s) for hanging quilts if possible, or tables for laying out the quilts for viewing.

SALES:

Appropriate supplies for use in the various workshops will be available for sale to interested students at both workshops and lectures. The guild/conference will not expect to collect any commission on these items.

LECTURE REQUESTED:

1. **Title of Lecture:** _____
Date: _____ **Time:** _____

Location: If Rachel is driving, please include name of building, street address, zip code, phone number. _____

WORKSHOPS REQUESTED:

1. **Title of Workshop** _____
Date: _____ **Time:** _____

2. **Title of Workshop** _____
Date: _____ **Time:** _____

Location: If different from the lecture location: _____

Supply Lists and Class Handouts: A master copy will be emailed to the workshop chairman to copy and distribute of **BOTH** of these items after contract is received.

Promotion Materials: Class descriptions can be emailed to you. Class descriptions and Biographical materials and pictures can also be found on the website:

rachelderstinedesigns.com/

TRAVEL ARRANGEMENTS:

All travel expenses will be borne by the guild/conference. These include: mileage when driving (@ 55 cents/mile or latest IRS government rate) plus tolls, or round trip airfare. If the airline has instituted a policy of charging for 1st and/or 2nd bags, this will also be paid by the guild/conference. (usually \$25-40 each way). Limit 2 bags.

Flight arrangements will be made by Rachel Derstine or the travel agent of the conference/guild, with Rachel's agreement on dates of travel, routes, and airline from Philadelphia International Airport. (PHL).

Arrangements will be made by the guild/conference to meet Rachel at the airport location to transport 2 large suitcases of class materials. (Remember to bring a vehicle with enough room to handle these.)

ACCOMODATIONS:

Full room and board expenses. Rachel requires lodging in a SINGLE, non-smoking hotel room with free wifi internet access (for all seminars or symposiums also, with no added expense to the presenter). No private homes. Food must be available in or near the hotel.

LODGING provided by your group will be at:

Name of hotel or motel: _____

Address: _____

Phone: _____ Reservation #: _____

MEALS:

All meals are provided or paid for by the guild/conference.

EXTRA DAYS:

If Rachel will be in your area for extra days in order to be available on your regular guild meeting days, share expenses with other groups in your area, or to save the guild or conference money on air fare, your guild/conference(s) will be responsible for all expenses on these extra days.

If Rachel is traveling with her husband/friend(s), the guild will not be responsible for their expenses. In the case of hotels that have an extra charge for a second person in the room, Rachel will pay the extra charge.

CANCELLATIONS:

The Guild/Conference may cancel a workshop or a lecture up to three (3) months before the date of the workshop or lecture. If the Guild/Conference cancels within the period of 3 month to 6 weeks prior to the dates of execution of the contract, the guild will be responsible for paying half of the contract fees. If the Guild/Conference cancels 6 weeks

or less prior to the dates of execution of the contract, the Guild/Conference will be responsible for paying all of the contract fees and for reimbursing any expenses already incurred (airline tickets, etc).

If a workshop is cancelled after the purchase of the airline tickets, the guild will be responsible for paying for the tickets and any other expenses incurred by Rachel.

If your workshop cancels in the middle of a multi-venue tour, your group will be responsible for covering Rachel's daily minimum fee of \$650.00.

SHARING EXPENSES:

Expenses will be shared between all guilds/conferences on a multi-venue tour. Each group will be charged a percentage of total mileage or airfare, bus/limo fare, parking, tolls, and extra day lodging and meals expense. Individual groups will be responsible for lodging and meals on the days Rachel is working for them.

ADDITIONAL CONTRACT:

If your group has its own contract, this contract will also be needed, in addition to your contract. Please cross out and initial any clauses in your contract that are in conflict with the requirements spelled out in this contract.

AGREEMENT:

A signed copy of this contract must be returned to Rachel Derstine before a firm commitment can be made. If your group would like to reserve future dates, but has not yet booked a venue or made decisions on which workshops to schedule, please insert TBA (to be announced) on the form. A completed copy of this contract must subsequently be forwarded at a later date, and at least 60 days before the scheduled contract is completed and sent to Rachel Derstine.

The Guild/Conference will provide the name of a second person in your organization who can be contacted in the event that the organizer/program chair is not available.

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

Guild / Conference Representative

Name: (printed): _____

Address: _____

Phone(s): _____

Email: _____

Signature: _____ Date: _____

Second person in your group who can be contacted:

Name: (printed): _____

Address: _____

Phone(s): _____

Email: _____

Signature: _____ Date: _____

Teacher/Lecturer: _____ **Date:** _____