

LETTER OF AGREEMENT/CONTRACT

Nov. 2011

Fabrications by Doris M. Deutmeyer

Please fill out all information, sign, and return. *Dates are not held unless contract is signed.* If you would like to reserve dates *only* and decide on class and lecture content later, just note "to be decided" on the contract. Please confirm all arrangements (directions, accommodations, etc.) in writing or e-mail six weeks in advance.

Thank you! I look forward to working with you!

Event Dates: _____ Conference/Guild name: _____

Guild Website: _____ Number of members _____

Contact Person: _____

Address: _____

Phone(s): _____ Work: _____ Cell: _____

E-mail: _____

Second Contact Person: name, phone, and e-mail

Location of lecture/workshop (Include name of venue, street address, zip and phone)

Fees for Lectures and Workshops:

- Lecture/trunk show: \$200
- Lecture/trunk show with work shop: \$175
- Half day workshop: 3 hours - \$200
- Full day workshop (5 hours) or two 3 hour workshops \$375

Events not scheduled on consecutive days will need additional travel and lodging expenses.

Sales: Patterns, kits, related retail will be available for sale to interested students. Items will not be promoted.

Please Note:

- A kit fee is required for **each** workshop participant (Material fees will be collected by instructor in class).
- Notification of kit number must be made **2 weeks prior** to workshop date.
- Supplies to bring and room requirements will be available on my website.
- Class size is limited to 20 students unless another agreement has been reached.
- Good lighting and ample table space. Maximum two students per 6' table.

Transportation: Please contact Doris for approval of arrangements before finalizing them. Thank you!

- * Round trip from Dyersville, Iowa at current mileage rate (car)
- * Round-trip airfare to and from Eastern Iowa Airport, Cedar Rapids, IA

Lodging, Meals, and Other Expenses:

- * Meals as required for duration of travel time.
- * Hotel accommodations with private room preferred if overnight stay is required.
No pets, no smoking, please. (Other arrangements may be accepted upon approval.)
- * Transfer expenses to and from airports to hotels and lecture/workshop locations.
- * Shipping expenses as required for workshop/trunk show materials and samples requested in advance.
- * In case of loss or damage of samples sent in advance of workshop; the guild is responsible for estimated value.

Cancellation Policy:

Cancellation of a workshop may be made due to insufficient enrollment two weeks prior to the workshop date, with compensation of non-refundable expenses such as air-fare etc.

Workshop/Lecture Title: _____

Date: _____ Time: _____

Workshop/Lecture Title: _____

Date: _____ Time: _____

Workshop/Lecture Title: _____

Date: _____ Time: _____

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Signatures:

Guild Representative: _____ Date: _____

Second Contact Person: _____ Date: _____

Presenter _____ Date: _____

Fabrications
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