

**Letter of Agreement / Contract for Workshops & Lectures by Sally Terry
& Booking Information**

A signed copy of this document must be part of any agreement between Sally Terry and your group. 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.

This information includes information we both need to create a successful workshop/lecture for your guild, show or store. Please keep this plus copies of signed pages to refer to in planning your event. This informational Letter of Agreement includes: Contract for Workshops & Lectures, Explanation of Fees, Sales & Photography Policy, Travel Arrangements and Logistics Information

Please send one copy of the signed Contract and the Deposit Check (\$150.00 per event) to:

Sally Terry
79 Pindo Palm Dr
Ponte Vedra, FL 32081

(A signed contract will be returned via postal mail, and via email if requested.)

If you would like to reserve dates before you know the exact locations of your events, or the exact workshops your group wants to book, you can send a preliminary agreement on dates, along with \$150 Deposit Check per event to reserve your spot in Sally's schedule, and send this full contract later.

Contract

This confirms that Sally Terry and _____ have entered into an agreement for instruction to present class/workshop and/or trunk show(s) to the terms herein.

Event Date(s): _____

Guild/Group Name: _____

Business Address: _____

Contact person for Guild/Group (Program Chair or Event Coordinator:

Name:(printed) _____ Title: _____

Phone: _____ Mobile Phone: _____

Email: _____ Website: _____

Alternate contact person for Guild/Group:

Name:(printed) _____ Title: _____

Phone: _____ Mobile Phone: _____

Email: _____

A signed copy of this contract must be part of any agreement between Sally Terry and the Guild/Group. All requested information must be filled out, signed by the Guild/Group representative and returned to Sally Terry with the deposit in order to reserve dates for your event.

If you have any questions about the contract or arrangements for Sally's visit to your event please email Sally at sally.terry.quilting@gmail.com or phone 270-556-7247 or 863-578-4585. Keep in mind that Sally has a Paducah, KY phone number id when she is calling you.

It is understood that the Coordinator for this event may not be the individuals doing airport pickups, setting up class and lecture rooms, or may have passed on their office of Program Chair to someone else before Sally's visit. The Coordinators agree, therefore, to pass on the information in this contract to all future Coordinators, group members, hostesses, etc. in charge of these activities, and to keep Sally informed of any relevant change in Coordinators and other persons assisting with the event.

Lectures and/or Workshops Requested

Class/Workshop/Lecture _____ Fee \$ _____
Date: _____ Start Time: _____ End Time: _____
Name & Address of Venue: _____

Class/Workshop/Lecture _____ Fee \$ _____
Date: _____ Start Time: _____ End Time: _____
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Class/Workshop/Lecture _____ Fee \$ _____
Date: _____ Start Time: _____ End Time: _____
Name & Address of Venue: _____

Class/Workshop/Lecture _____ Fee \$ _____
Date: _____ Start Time: _____ End Time: _____
Name & Address of Venue: _____

Trunk Show

Choosing Machine Quilting Designs & Layout for Your Quilts -- Trunk Show Fee \$ 375
Date: _____ Doors Open Time: _____ Trunk Show Time: _____
Name of Venue: _____ Estimated No. of Attendees: _____
Address of Venue: _____

A complete, signed copy of this Contract and the deposit must be received by Sally in order to reserve dates. Waiver of any portion of this contract does not invalidate any other portion of it, or any future application of the terms waived. This contract is governed by the laws of the State of Florida.

Please provide the name of the Contact Person and address where materials for this event can be safely delivered prior to your event. Items may be shipped by US Postal Service, UPS or FedEx and may require that someone sign for the delivery. Usually this only pertains to Workshops, where Sally may send quilt samples and teaching materials in advance of teaching.

- Workshop (3 hrs.) and Lecture (1-2 hrs.) for one day is \$700.00
- Half Day Workshop/Lecture/Demo (3-4 hrs.) \$400.00
- Full Day Workshop \$800.00 max. 20 students
- Two Day Workshop \$1500.00 max. 20 students

- Three Day Workshop/Retreat \$2200.00 max. 20 students
- Meet and Greet \$200
- Group Lecture or Presentation \$250

Maximum number of students per Workshop may be determined by room, equipment and facilities with no more than 20-24 unless otherwise agreed upon. Lecture/demonstration attendees are unlimited, unless otherwise arranged.

Supply list for workshops will be made available at the time of selection and signed agreement.

In addition _____(organization) agrees to pay for Travel and event-related expenses including:

- To make things easier and simplify accounting, a \$40.00 per diem is required for each day.
- Travel by car at the current IRS rate per mile plus tolls and parking.
- Round trip travel by airplane and luggage fees from the airport nearest Sally Terry's home to the selected airport nearest the event location or host lodging.
- Travel to and from Sally Terry's home and her local airport or selected airport, if necessary and parking.

Transportation to/from and at Event: Transportation to the event will be agreed upon with the Guild/Group representative in advance of signing this contract and all emails regarding travel are considered part of this contract. Please remember that due to factors beyond control (such as airline delays or highway construction, last minute changes in transportation may need to be made and may increase transportation costs. While Sally will do everything possible to contain costs, the Guild/Group agrees that all transportation costs, even if incurred due to such changes, are the responsibility of the Guild/Group.

Miscellaneous Other Expenses: Shipping samples for promoting the workshop; shipping classes materials and samples required for Workshop/Lectures; visa and customs fees; excess baggage charges, if necessary to bring required Workshop/Lecture materials; and other expenses reasonably necessary. Costs to ship items for sale but not required in a Workshop/Lecture will not be charged to the Guild/Group.

Payment of Fees & Expenses

A deposit of \$150 for each event must be received with the contract in order to reserve dates. An invoice for the cost of the airline tickets will be sent to Guild/Group at the time they are purchased, and payment is due upon receipt.

Valid copies of expense receipts will be presented for reimbursement and paid at the end of the last class or lecture. Payment for the workshop and/or lecture fees will be made at the end of the last class or lecture. Tolls, parking and airfares will be paid at the end of the last class or lecture using the closest estimation of expenses.

_____ (organization) agrees to pay for:

- Lodging in a non-smoking, private room or smoke free private room hosted by event coordinator (and two pillows).

- Shuttle to and from airport, hotels and event locations and other necessary transportation.

Sales

In Sally's workshops and lectures a number of items will be available for sale such as materials and tools needed by students to complete workshop projects and learning sessions. These may include books, patterns, CDs, DVDs, kits, templates, stencils, and marking pens, etc. The Guild/Conference will not expect to collect any commission on these sales. The cost of shipping items not directly related to Workshops/Lectures will not be charged to the Guild/Group.

If the event is held in a business or quilt shop then a 15% commission for selling the products through the shop may be arranged and all monies will be settled and paid to Sally at the end of the last Workshop/Lecture. Sally will make every effort to promote products and services offered by business or quilt shop.

- In an effort to promote your business Sally would be happy to assemble merchandise on her "favorite things table." She will offer to go over the products during a break or mealtime when it is convenient and will comment on them as a resource during the classes if asked.

Sally will use her products as resources. Special pricing may be available for attendees if not sold through the host's shop. They are simply available for sale to interested students. These items may include:

- Books, Patterns, CD's, DVDs, Stencils, Templates, etc.
- Students will not be required to purchase Sally's products to take the class unless pre-arranged by the organizer and Sally Terry.
- Items needed by students to complete the workshop projects will be mentioned and demonstrated in the workshop.
- Some classes have Handouts and/or Kits containing more detailed "how-to" instruction and patterns. The cost is \$5-\$30 per student depending on class and kit/ patterns agreed upon and 100% is paid directly to Sally at the beginning of the class by each student. Or cost is in addition to Instruction Fee paid to Sally and may be added on to the cost of the class charged each student by the Organizer and paid to Sally. All students will be required to have a booklet handout for that particular class. This will be coordinated with the Organizer.

Room Setup for Lectures

I will be using a digital projector and computer. If a digital projector is available for us to use at your facility, please let me know.

- Two or more tables for display and passing of samples for Sally.
- Public address system for attendees of more than 50
- Two volunteers from the audience to hold quilts and pass and keep track of samples.
- Room that can be darkened. Projected images will not show up well in a light room.
- Projector stand and extension cords.
- Screen or large blank, white wall available.
- Whiteboard, markers, eraser and easel or paper tablet with markers and easel.

Room Setup for Workshops

- Quilt stand(s) for hanging quilts (if needed)
- Two or more tables for display and passing of samples for Sally.
- Theater seating for lecture/demo near whiteboard and screen (may use white wall)
- Outlets and electrical capacity to support stand up and/or sit down machines
- Whiteboard with easel, tablet, overhead projector and area for students to occasionally sit and take notes or draw
- Outlets and electrical capacity to support traditional sewing machines and at least one iron if necessary for the class
- Table space with enough room for each student to work with traditional sewing machine and/or draw next to it--ideally, one table per student.
- Please check to make sure you can access the circuit breaker box.
- Room must have adequate lighting and ventilation.

Supply Lists

Supply lists for each workshop will be emailed with a direct link to the Guild/Coordinator upon receipt of a signed contract, or upon request. These may be printed or emailed for distribution to students participating in workshops.

Promotional Materials

Sally's website: www.sallyterry.com & blog <https://www.sallyterry.com/blog>
 Biography & Photo can be downloaded from website or Trello Group Board.

Publicity Images: Images for promoting workshops will be posted on the groups Trello Board of which you will access to and editing capabilities.

Expenses/Shipping: Any costs of providing and shipping promotional materials/quilts/samples are the responsibility of the Guild/Group.

Signed _____

Date _____

Sally Terry, 79 Pindo Palm Dr, Ponte Vedra, FL 32081

Mobile 270-556-7247

sally.terry.quilting@gmail.com

www.sallyterry.com

Signed _____ Date _____

Organization President

Name:(printed) _____ Title: _____

Street Address: _____

City, State, Zip: _____

Phone: _____ Mobile Phone: _____

Email: _____

Signed _____ Date _____

Event Coordinator

Name:(printed) _____ Title: _____

Street Address: _____

City, State, Zip: _____

Phone: _____ Mobile Phone: _____

Email: _____

Cancellations:

The Guild or Organizer may cancel a workshop due to insufficient enrollment at any time prior to the purchase of non-refundable airline tickets, or any other expenses incurred by Sally Terry. If a workshop is canceled due to insufficient enrollment, Sally Terry must be notified before incurring any expenses. If a Workshop is canceled after the purchase of airline tickets, the Guild/Group will be responsible for paying for the tickets. If a Workshop is canceled, and coming to your group for fewer workshops or lectures than originally agreed upon in this contract will cause economic hardship for Sally Terry, she reserves the right to cancel the remainder of the contracted workshops / lectures. If this occurs less than 60 days (90 days for international venues) the deposit is not refundable. If Sally cancels an engagement and it cannot be rescheduled within a year of the originally scheduled date, the deposit will be refunded.

Cancellations due to natural disasters, weather, airline disruptions or other factors beyond the control of Sally or the Guild/Group will be dealt with on a case-by-case basis. Sally's preference in such cases is to reschedule.