

Fabrications Doris Deutmeyer

LETTER OF AGREEMENT/CONTRACT

1/1/2019

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A signed copy of this contract must be returned to Doris Deutmeyer before a firm commitment can be made. Dates are NOT held unless this contract is signed. If your group would like to reserve future dates and decide on class and lecture content later; note "to be announced" or TBA on the contract.

Thank you! I look forward to working with ALL of you!

Event Dates: _____ Conference / Guild name: _____
Guild Web Site: _____ Number of members: _____
Contact Person: _____
Address: _____
Phone(s): Home: _____ Cell: _____
E-mail: _____

Second Contact Person: Name, Phone, and E-mail

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

WORKSHOP & LECTURE FEES

Lecture / trunk show: \$300

Lecture/trunk show with workshop: \$275 (Because of travel time constraints, no lecture w/o workshop over 200 miles will be contracted)

Half day workshop: 3 hours \$300

Full day workshop: 5-6 hours \$500

Note: Workshop and lecture fees must be paid immediately upon completion of workshop or lecture.

WORKSHOP NOTES

- * Information regarding biography, workshops and supply lists are available on Doris' web site. This information may be copied and distributed as needed.
- * Samples to promote workshops and lectures will be sent upon request. Guild is responsible for shipping expense and safe keeping.
- * Workshop participants must purchase a kit. (Kit fees will be collected by guild prior to workshop.)
- * Notification of participant numbers and kits must be made TWO weeks prior to workshop date.
- * Maximum class size is 20 students. Additional \$25 per student up to 25.

REQUIREMENTS FOR WORKSHOPS

- * 6-8' tables, two students per table, are required.
- * Teacher requires up to 4 additional tables
- * Other items as specified by teacher such as irons/ironing boards

LECTURE REQUIREMENTS

- * Doris will bring her own projector and electrical cord.
- * Please provide projector stand, and screen plus microphone for audiences of more than 50.
- * Doris will need two tables for display of samples and one table for small store.

SALES

- * Additional patterns, kits & related retail will be available for interested students.
- * The guild / conference will not expect to collect any commission on these sales.

(over)

TRANSPORTATION & ACCOMMODATIONS

- * Round trip from Dyersville, Iowa by car is at current IRS mileage reimbursement rate or full round trip airfare, parking fees and cab or shuttle fare to and from airport
 - * All meals are provided. Food allowance is \$25 per diem (\$13 per travel day) or guild picks up meals.
 - * Hotel accommodations with private room preferred if overnight stay is required.
- No pets, no smoking, please. *(Other arrangements may be accepted upon approval.)*

ADDITIONAL EXPENSES & SHARING EXPENSES

- * Cost for shipping samples and / or workshop materials shall be reimbursed by guild.
- * Expenses will be shared between all guild / conferences on a multi-venue tour. Each group will be charged a percentage of total mileage / airfare, plus extra lodging / meals expense. Individual groups will be responsible for lodging and meals on the days Doris is working for them.

CANCELLATION POLICY

Cancellation of a workshop may be made due to insufficient enrollment must be made in writing 30 days in advance!

AGREEMENT

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: _____

Please sign and return to address below. Once received Doris will sign and return a copy for your records.

Fabrications by Doris

Doris Deutmeyer
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