



1027 E. MOUNTIAN VIEW, GLENDORA, CA 91741 (626) 975-6738

This agreement dated _____ between Lauretta Crites, (hereinafter referred to as PRESENTER) and _____ (hereinafter referred to as GUILD) holds as follows: the PRESENTER hereby agrees to come to the GUILD to present the following workshops and lectures at the fees listed below:

- Lecture and Trunk Show - \$395
- Workshop - \$450
- Travel and lodging expenses as defined below

Lecture Title: _____

Date: _____ Time: _____ Time Zone: _____

The lecture lasts approximately 50 minutes. The PRESENTER will make herself available for questions and answers immediately following the lecture. The PRESENTER will be allowed to set up a table to sell her patterns and notions before and/or after the lecture.

GUILD will provide the following:

- Tables for selling patterns and notions
- Table for stacking trunk show quilts
- Projector with cable and extension cord
- Screen or wall for projecting upon
- Volunteers to hold quilts
- Quilt stands to display quilts
- Podium with fixed or Lavalier Microphone

PRESENTER will provide the following:

- Laptop for presentation
- Quilts for trunk show
- Quilts for display

Workshop Title: _____

Date: _____ Time: _____ Time Zone: _____

The workshop is one day (six hours) plus a 30-60 minute break for lunch. Workshop fee is for up to twenty students, each additional student requires an additional fee. The PRESENTER will be allowed to sell her patterns and/or notions before and/or after the workshop and during breaks.

GUILD will provide the following:

- Table for selling patterns and notions
- Table for class quilt samples
- Tables and mats for cutting
- Irons and ironing boards
- Quilt stands to display quilts

PRESENTER will provide the following:

- Supply lists
- Demonstration materials
- Quilt samples
- Kit (extra fee)

Payment: The PRESENTER will submit an invoice including a listing of all expenses and receipts to the GUILD on the last day of the event. Full payment from the GUILD is expected by check or money order in US dollars upon completion of services before leaving the venue.



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Expenses: In addition to the Lecture and Workshop fees listed above, the GUILD agrees to reimburse the PRESENTER the following expenses necessarily incurred by her to fulfill her obligations herein:

- **Travel:** The GUILD is responsible for roundtrip transportation from Glendora, CA including airfare, airport parking fees and ground transportation, meals, lodging while en route and during the engagement. Roundtrip airfare shall be reimbursed by GUILD (including surcharges for early boarding if using Southwest Airlines and two checked bags if applicable). PRESENTER shall book her own flights and will attempt to find the lowest reasonable airfare, unless other arrangements are approved in advance. If the GUILD books the ticket, PRESENTER reserves the right to approve the flights and seat assignments in advance of booking.
- Please note that travel requiring air travel or in excess of three hours drive time for an evening event will occur the day BEFORE my visit to your GUILD, and your GUILD will be responsible for my lodging for that night. This is to ensure that both the trunk show bags and I arrive in time for your GUILD's meeting. Traveling can be exhausting and it is difficult to give a lecture/trunk show or class the same evening after traveling all day to get to you. Due to the full day workshop and distance traveling, return travel will occur the day AFTER the workshop.
- **Lodging:** The GUILD agrees to provide accommodations for the PRESENTER during the time required for the completion of the PRESENTERS commitment herein. Please provide a single, non-smoking room with high-speed internet that can be accessed via an indoor entrance without having to climb stairs (either first floor accommodations or a hotel/motel equipped with an elevator). Lodging at Hotel/Motel is preferred. If staying with a Member I require a private room and bath in a non-smoking home, no stairs.
- **Meals:** The GUILD agrees to reimburse the PRESENTER for meals in a sum not to exceed \$45 per day for the duration of the PRESENTERS committment including travel days, unless the meals are provided by the GUILD and/or included with the hotel reservation. The GUILD is not responsible for entertaining the PRESENTER after her classes or workshops.
- All fees set forth in this section shall be paid by the GUILD to the PRESENTER immediately upon completion of the final lecture or workshop.

Publicity: Photos, biography, supply lists and other information may be taken from the LaurettaCrites.com website to promote the lecture and workshops.

Sales: PRESENTER will have patterns and notions for sale before and after lectures and workshops. Sales of these items will not interfere with lecture and workshop time. The GUILD is not responsible for the shipping costs of the merchandise and will not collect any fees or commissions on these sales.



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Cancellation: Either party may cancel this agreement a **minimum** of 60 days prior to the date of the 1st event with no penalty, and may be rescheduled if appropriate. If the event is one the Presenter is intended to drive to, either party may cancel this agreement a **minimum** of 30 days prior to the date of the 1st event. If the event is one the Presenter is intended to fly to, the Presenter will confirm with the Guild at 60 days prior to the date of the 1st event, for approval to purchase a ticket. Once airline tickets have been purchased, if the Guild cancels, the Guild will be responsible for paying for the airline ticket and any other advance purchase travel, and or shipping of samples. If Presenter cancels after the airline tickets have been purchased, Presenter will be responsible for the price of the ticket, advance purchase travel, and or shipping of samples. If Guild cancels 7-29 days prior to 1st date of event or 1st day of scheduled travel, whichever comes first, Guild will owe in addition to any above mentioned travel purchase, a cancellation fee of 25% of the contracted fees or \$100.00 minimum, whichever is the greater sum.

If cancellation by the Guild occurs less than 7 days from date of scheduled travel or 1st scheduled event, whichever comes first, the Guild will be responsible for paying contracted lecture and or workshop fees, and any airline ticket, advance travel purchases and or shipping of samples, but not meals or mileage. Cancellation must be in writing by the Guild and confirmed by the Presenter.

Please initial the following clauses to show you have read and understand the terms:

- **Air Travel:** Approx. 60 days prior to event, Presenter will re-confirm engagement with guild, and once confirmed, will purchase airline ticket. If engagement is cancelled after the airline reservations are made, the GUILD is responsible and will reimburse the PRESENTER for the full expense of the airfare.

Initial _____

- If the GUILD cancels workshops/lectures while the PRESENTER is en route to the destination, the GUILD is responsible for ALL contracted fees for the workshop (\$450), lecture (\$395) and travel expenses including lodging, meals and ground transportation for the term of the contract.

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- Initial _____

- **Last day to cancel without penalty:** _____

Initial _____

If the PRESENTER is unable to fulfill this contract because of personal injury, illness or family emergency, all previously incurred travel expenses are the PRESENTERS responsibility.



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GUILD contacts:

Primary Contact _____ Phone number _____
Email _____ Cell number _____
Alternate Contact _____ Phone number _____
Email _____ Cell number _____

Physical Location of Lecture:

Address _____
City, State _____ Zip Code _____

Physical location of Class/Workshop:

Address _____
City, State _____ Zip Code _____

Please sign and mail contract to Lauretta Crites 1027 E Mountain View Glendora CA 91741,
or email a scanned PDF to laurettacrites@gmail.com

GUILD Signature, Guild Representative
Date: _____

PRESENTER Lauretta Crites, Lauretta Crites Designs
Date: _____