



Peninsula Piecemakers Quilt Guild Speaker Lecture/Workshop Contract

This agreement is between the Peninsula Piecemakers Quilt Guild (PPQG) and the below named Speaker/Workshop Instructor.

Speaker:	
Address:	
City, State, Zip Code:	
Phone or Cell:	
Email:	
Website:	

Speaker will present the following Lectures and Workshops:

Workshop No. 1	
Title:	
Date:	
Location:	
Class Size:	Minimum <input style="width: 50px;" type="text"/> Maximum <input style="width: 50px;" type="text"/>
Fees:	Workshop Fee: <input style="width: 80px;" type="text"/> Kit Fee: <input style="width: 80px;" type="text"/>
Contents of Kit:	
Participants Supply List	(Sewing Machine, Fabrics, etc.)

Workshop No. 2	
Title:	
Date:	
Location:	
Class Size:	Minimum <input style="width: 50px;" type="text"/> Maximum <input style="width: 50px;" type="text"/>
Fees:	Workshop Fee: <input style="width: 80px;" type="text"/> Kit Fee: <input style="width: 80px;" type="text"/>
Contents of Kit:	
Participants Supply List	(Sewing Machine, Fabrics, etc.)



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LECTURE No. 1 45 to 60 minutes is allotted for lectures/trunk shows.		
Lecture Date:	Lecture Time:	Meeting Time: 10 a.m. - Noon
Lecture Fee:		
Lecture Location:		
Equipment Requirements:	Instructor will need _____ tables set up and the following additional equipment {iron, screen, projector, etc.)	

LECTURE No. 2 45 to 60 minutes is allotted for lectures/trunk shows.		
Lecture Date:	Lecture Time:	Meeting Time: 7-9 p.m.
Lecture Fee:		
Lecture Location:		
Equipment Requirements:	Instructor will need _____ tables set up and the following additional equipment {iron, screen, projector, etc.)	

Air Fare:	To be divided in half with Tidewater Quilt Guild
Lodging:	
Special Requirements:	No Stairs <input type="checkbox"/> No Pets <input type="checkbox"/> No Smoking <input type="checkbox"/>
Other:	

Incidental hotel charges (room service, movies) are the Speaker's responsibility and will not be reimbursed by PPQG.

Meals: _____/Day

Any books or items for sale that are shopped are at the expense of the Speaker. You will be permitted to sell books, notions and patterns at our workshop and meetings. Sales should be limited to pre-workshop and during meeting breaks. It is helpful to have change on hand. Once our meeting concludes, we do need to clean up and exit the building promptly.



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Cancellation Policy:
<p>Any books or items for sale that are shopped are at the expense of the Speaker. You will be permitted to sell books, notions, and patterns at our workshop and meetings. Sales should be limited to pre workshop and during meeting breaks. It is helpful to have change on hand. Once our workshop and meeting concludes, we do need to clean up and exit the building promptly.</p>
PPQG can void this contract no later than 30 days prior to event.
<p>If the PPQG is prevented from holding the workshop/lecture meeting by acts of God (snow, hurricane, flood, governmental order, or other causes beyond our control) PPQG shall have no obligation to make any payments. However, we shall attempt to reschedule your appearance at a mutually acceptable future date.</p>

Speaker's Name (print name):	Date:
Speaker's Signature:	Date:
PPQG Representatives:	
PPQG Representative (print name):	Date:
PPQG Representative's Signature:	Date:
<p>Two copies of this agreement will be mailed or one copy emailed to the Speaker. Please sign this agreement, keep a copy for your records and return the original signed agreement to:</p>	
Name:	
Address:	
Cell:	
Email:	
<p>She/he will acknowledge receipt of this contract via email with an attached file copy of the fully executed contract.</p>	