



CONTRACT FOR SERVICES

This agreement is between Annie Unrein and

Guild/Event Organizer _____
 Representative* _____
 Address _____
 Phone _____ Cell Phone: _____
 Email _____ Website: _____

Second contact for group*: _____ * Please inform Annie if contact person changes during term of agreement. Thank you.
 Address: _____
 Phone: _____ Email: _____

The parties mutually agree to the following terms and conditions:
 Annie agrees to lecture and/or teach upon the following terms and conditions:

Class:* _____
 Date: _____
 Time: _____
 Place: _____
 Street Address: _____
 City, State, Zip _____
 Phone: _____
 Fee: _____

- Set-up requirements for lectures:**
 Tables on which to display models
 Only if checked:
 Room which can be darkened, podium light
 Microphone
 Screen, three pronged extension cord
 Digital projector
Sales at QUILDS: Annie will bring products for sale at event. The guild/conference will not collect any commission on these sales.
Sales at STORES: Please make arrangements with Annie at least 30 days before event to order patterns and products. Store will pay shipping on products.

Class:* _____	Class:* _____
Date: _____	Date: _____
Time: _____	Time: _____
Place: _____	Place: _____
Street Address: _____	Street Address: _____
City, State, Zip: _____	City, State, Zip: _____
Phone: _____	Phone: _____
Fee: _____	Fee: _____
Kit fee: _____	Kit fee: _____

*Note: Specific class and lecture details can be decided on at a later date. Please specify choices no later than 60 days before scheduled event.

- Class conditions:** Maximum of 24 students. Additional students may be added for additional fee with prior approval from Annie.
- Set-up requirements for classes:**
 At least two tables for display/demonstration purposes. No more than two students per 3' x 8' table
 Adequate light and electrical outlets
 Additional requirements for classes involving sewing: 1 iron and board for each 5 students
 A machine is not required for Annie, but if a machine is available for demo, I prefer a BERNINA 530 with a #37 foot.

Class:✕

Date:

Time:

Place:

Street Address:

City, State, Zip:

Phone:

Fee:

Kit fee:

Class:✕

Date:

Time:

Place:

Street Address:

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Place:

Street Address:

City, State, Zip:

Phone:

Fee:

Kit fee:

It is agreed that compensation for the services described above will be paid as follows:

Fees:

Payment in full by check is due at end of last workshop or lecture:

- Class (6 hours): \$1,100
- Class (4 hours): \$750
- Class (3 hours): \$600
- Classes (two 3 hour classes in one day): \$575 each class
- Lecture/Trunk Show (1-2 hours): \$575

Other terms: Some classes have additional supply fees. **A minimum of two full days of classes and a lecture will be required if air travel is involved.**

Expenses:

Payment in full is due at end of last workshop or lecture for the following door-to-door travel expenses:

- Lodging: clean hotel/motel with on-site food
- Meals: \$55 per diem per day, including travel days. Credit will be issued if hotel/guild/store provides meals: \$15 credit for breakfast, \$15 credit for lunch, \$25 credit for dinner.
- Travel costs:
 - Current federal reimbursement rate per mile if Annie is able to drive to the event location
or
 - Round trip airfare between St. George, UT (or Las Vegas, NV) and _____ (event location)
Note: I will book my own travel at least four weeks in advance in order to get the best rates.
 - Shuttle fees, parking, and transportation between home, airport, hotel, lecture, and workshops
- Extra Days: Bookings that require a non-teaching day in between presentations require a \$200 layover fee per non-teaching/ speaking day. If Annie needs to spend extra time at your location in order to save the guild or conference money on airfare, the guild/conference will also be responsible for all lodging and meal expenses on these extra days.

Lodging information:

Name of hotel or motel: _____

Street Address: _____

City, State & Zip _____

Dates reserved: _____ Reservation #: _____

Phone: _____ Email: _____

Cancellations:

A guild or group may cancel due to insufficient enrollment prior to the time Annie purchases airline tickets or incurs expenses with a minimum notice of sixty (60) days, or by _____. The contracting party will be responsible for travel expenses if the engagement is cancelled by the contracting party after airline tickets are purchased or expenses are incurred and will pay the full fee if classes or lectures are cancelled after Annie has traveled to your area. If illness, accident, or serious family emergency prevent Annie from teaching or lecturing, it is agreed that this contract shall be null and void, and there shall be no claim for damage by either party.

This document contains the entire agreement and understanding of the parties. Any amendments to this contract must be made in writing, signed by both parties. Please sign and date both copies. Send one to Annie at the address listed below and keep one for your records.

Agreed to by:

Annie Unrein _____

Mailing Address: _____

City, State & Zip _____

Signed: _____ Date: _____

Agreed to by:

Guild/event representative: _____

Mailing Address: _____

City, State & Zip _____

Signed: _____ Date: _____