

Guild / Conference Contract of Agreement

A signed copy of this contract must be part of any agreement between Tricia Cribbs and your group. Read entire contract before signing and fill out all information. Please initial pages 1-2, and sign page 3. In the event that your group has its own contract, this contract will also be required. If you would like to reserve dates only and decide on class and lecture content later, just note "to be determined" on the contract. Final decisions regarding class content to be made no later than 90 days prior to the event.

Event Dates _____ **Conference/ Guild Name** _____

Address of Event _____

Guild Website _____ **Number of active members** _____

Contact Person _____ **Email** _____

Address _____

Home Phone _____ **Work** _____ **Cell** _____

Second contact person:

Name _____ **Email** _____

Address _____

Home Phone _____ **Work** _____ **Cell** _____

Fees are as follows:

Lecture/Trunk Show with no workshop: \$650

Lecture/Trunk Show with a workshop: \$500

Workshops: Full day (6 hour class) \$850.00, plus any materials required for the class.

Half day (4 hour class) \$700.00, plus any materials required for the class.

Workshop fee covers 20 students. However, number of students is unlimited. Each additional student will be \$20 each.

Events should be scheduled on consecutive days. Unscheduled days will result in an additional \$100.00 charge per day.

Fees and dates locked once signed contract and \$100 deposit are received. Schedule and fees are subject to change without notice. If changes occur before signed contract and \$100 deposit are received, a new contract reflecting the updated fees and/or dates will be required.

Sales: Patterns, Books, Machine Embroidery Disks, Kits and Supplies will be available for sale to interested students. The guild/conference will not collect any commission for sales.

Lecture Date _____ **Lecture Title** _____ **Time** _____ **Cost** _____

Workshop Date _____ **Title** _____ **Times** _____ **Cost** _____

You may view available Lectures and Workshops at www.TurningTwenty.com/workshops.php

Promotional material such as Tricia's bio, quilt photos, supply lists, reviews, etc can also be found there.

Initials of both parties

Expenses:

All expenses shall be covered by the guild/conference. In the event that Tricia is engaged by other groups on the same trip, you may share travel arrangements on a prorated basis. Travel arrangements to be made by Michelle Barnett. All expenses are kept as minimal as possible. Hotels are booked at Senior rate or lower if available. Exact times of workshops and other events must be provided 90 days prior to the event to make reservations.

Travel:

Travel costs are to include mileage reimbursed at current IRS mileage rate and any applicable highway tolls or parking fees. Currently Tricia drives to all engagements.

Lodging and Meals:

Hotel is booked once signed contract and deposit are received.
A \$25 daily allowance for meals to be provided by guild/conference.

* In order for Tricia to provide the very best event for you, she must rest from travel and/or the day's events. While she is so very grateful for the generosity and hospitality of quilters, she appreciates your cooperation and understanding in refraining from meal or home lodging invitations. This will allow her the necessary downtime to best prepare for your event. Thank you!

Samples:

Samples are not available as they travel from event to event.
Promotional material such as Tricia's bio, quilt photos, supply lists, reviews, etc. can be found at www.TurningTwenty.com/workshops.php

Setup:

Tricia will need 2 tables at the front to place quilts on. She will need 3 tables in another location (ex: side or back of room) for Patterns, Books, Machine Embroidery Disks, Kits, etc.
Tricia will need access to event location 90 minutes before start of event (including Social time if you have it) in order to set up before members and guests arrive. Her husband, Gary, accompanies her to assist. This process goes much more smoothly if they complete it prior to others arriving. It is not necessary to help set up as they have a good system down! Someone will need to be at event location 90 minutes early to allow them access. Please provide name and cell phone number of that person in case Tricia needs to contact them as she travels to the event (gets lost, etc).

Name _____ Cell _____

Cancellations:

If Tricia and/or guild is unable to fulfill its obligations, written notice must be given 30 days prior to the engagement date. In the event that your group cancels the engagement after any non-refundable charge has been made, the guild/conference will be responsible for reimbursement.

Initials of both parties

Deposit:

A \$100 deposit is required with the signed contract. This amount will be credited to the amount owed at the conclusion. In the event that Tricia is unable to fulfill the contracted obligations, the deposit will be refunded. In the event that the guild/conference cancels, the deposit is forfeited.

Final Payment:

Full and final payment is due at the conclusion of last event. An invoice will be presented. Please come prepared to make final payment before Tricia leaves.

A signed copy of this contract and \$100 deposit to be returned to Michelle Barnett before a firm commitment can be made.

Return signed copy of contract and deposit to:

Name: Michelle Barnett (Make checks payable to Tricia Cribbs)
Address: 3219 Golden Oaks Circle
Granbury, Texas 76049
Phone: 940-549-7038
Fax: 775-254-5402
Email: Michelle@TurningTwenty.com

Michelle's Signature _____ Date _____

Guild / Conference Responsible Party Name (printed) _____

Signature _____ Date _____

Please return one copy of this contract and keep a copy for your records.
A counter signed copy will be returned to you.
If you have any questions please call. Thank you!
This contract executed by Michelle Barnett for Tricia Cribbs.