



Letter of Agreement/Contract for Live Lectures and Classes

Michele Crawford – Flower Box Quilts 2110 E. 45th Avenue – Spokane, WA 99223
509-992-7348 www.flowerboxquilts.com

This agreement for in person quilting lecture and/or quilting class ("Services") is made between Flower Box Quilts ("FBQ" or "Michele") and _____ ("Client"), as follows:

I. Client Information

Client: _____ Time Zone: _____

Contact Name (please print): _____ Phone: _____

Address: _____ Email: _____

Second Contact Name: _____

Phone: _____ Email: _____

Date: _____ Time: _____

II. Fees and Services

A. FBQ shall provide the following Services to Client (Please make selections below):

- Lecture: \$300 per 1-hour lecture utilizing PowerPoint, Trunk Show, and Q&A.
Workshop Full Day: \$600 per 6-hour class (including a one-hour lunch break) for up to 20* students.
* \$30 for each additional student up to a maximum of 24 students.
Workshop Half Day: \$400 per 3-hour class for up to 20* students.
* \$20 for each additional student up to a maximum of 24 students.

B. Payment for Services: Full payment for the Services requested above is due 30 days prior to the scheduled date of Services.

C. Non-Refundable Deposit: A non-refundable deposit of \$100.00 is required at the time of execution of this Agreement. This deposit amount will be deducted from the final invoice after Michele has completed presenting her lecture(s) and/or workshops.

- D. **Payment for Patterns and Kits:** Client shall pay for all quilt patterns and/or kits needed for the quilting workshop. The estimated cost for any such quilt pattern or kit required for the requested Services is \$_____ per pattern/kit. In the event that the estimated cost for any pattern or kit is greater or less than the estimated amount, the difference of such cost shall be added or deducted from the final invoice presented to Client at the completion of the Services requested.
- E. **Payment of Travel Expenses:** Payment for any expenses for travel, meals, rental car, and Michele's expenses for Lectures and Workshops is due immediately upon completion of Lecture or Workshop. A separate invoice for these expenses and costs shall be presented to Client at time of completion of the requested services.
- F. An original signed contract must be returned to Michele Crawford of Flower Box Quilts before a firm commitment can be made.
- G. If your group, shop or conference would like to reserve future dates, but has not yet booked a venue or made a decision on what lecture or workshops to schedule, please insert TBA (to be announced) on the form. However, Michele's schedule may change without notice, and a date will not be held by her until a signed contract and a deposit check has been received.
- H. Client shall provide the name and information for a second person who can be contacted in the event that the original organizer/program chair is not available.

III. Lecture Requirements

- A. Client shall provide at a minimum the following accommodations for live quilting lecture:
 1. The lecture room must be able to be darkened. Projected images will not show up in a brightly lit room.
 2. A 3 ft. x 4 ft. table is required for a digital projector and computer (Projector and computer shall be provided by Michele).
 3. A projector screen which is large enough to see clearly from the back of the room.
 4. A Microphone and amplification system sufficient for entire class or group to hear Michele.
 5. A Heavy-duty extension cord and power strip.
- B. No recording or photographs of any kind are permitted in the quilting lecture.
- C. Client requests that the lecture(s) to be provided by FBQ shall be at the time(s), place(s) and date(s) below:

1. Title of Lecture:
 Date: _____ Time: _____ Cost: _____
2. Title of Lecture:
 Date: _____ Time: _____ Cost: _____

IV. Quilting Workshop

- A. Client shall provide at a minimum the following accommodations for live quilting workshop:
 1. Enough table space for each student (minimum of 24" x 24").
 2. An electrical system able to handle a minimum of 1 iron per 4 students. Irons blow fuses. Please make sure someone knows where the electrical breakers are.
 3. Three 3 ft. x 8 ft. tables for Michele to display samples, classroom supplies and sales items.

- B. **Flight Transportation:** Unless Michele confirms by email with alternative plans, arrangements shall be made by Michele Crawford or the travel agent noted by the guild, shop or conference with Michele's agreement on dates of travel, routes and airline from Spokane, WA or from another city if on a multi-group venue.
- C. **Ground Transportation:** Unless Michele confirms by email with alternative plans, arrangements shall be made by the guild, shop or conference to meet her at the airport location with a vehicle adequate to transport her, and her 3 large suitcases of quilts and class materials to and from the hotel; and the lecture/workshop locations. *Please Note: If Michele is driving herself to the lecture or workshop location, the address and/or directions and guild contact information must be provided at least 72 hours in advance of event via email.*
- D. **Lodging Requirements:** Michele requires lodging in a non-smoking hotel (interior hallways) or dormitory (on a college campus) room. She will book the room herself at the most reasonable price that also includes breakfast; and will include the cost of the room with her invoice. Depending on where (and when) Michele is coming from in an RV, she will book an RV space (31 foot) with full hook-ups. *Please Note: If Michele is traveling with her husband, Tom, the guild is not responsible for his hotel or meal expenses. If a hotel charges extra for him, then Michele will pay the extra charge.*
- E. **Meals:** All meals are provided either by the guild, shop or conference on the day(s) that she is with the guild/conference. The cost per meal or day is based on the IRS per diem for the month/year for the city/county/state where the guild/conference is hosting her.
- F. **Sharing Expenses/Extra Days:** Expenses for transportation, lodging and meals will be shared between all guilds, shops or conferences on a multi-venue tour. Each group will be charged a percentage of these expenses. Individual groups will be responsible for lodging and meals on the days that Michele is working only for them.

VII. Cancellation

- A. **Cancellation by Client:** The Services to be provided by FBQ to Client may be cancelled at any time by written notice received at least 60 days prior to the scheduled date of Services.

If a workshop or lecture is cancelled within 60 days of the scheduled lecture or workshop for any reason, the Service Fee(s) above in Section II.A shall be non-refundable. If prior to cancellation by Client, FBQ has purchased airline tickets, made hotel reservations, purchased materials or expended any other non-refundable cost or expense in connection with the workshop or lecture, Client shall be responsible for payment of all such costs, expenses, or cost of cancellation of any kind.

- B. **Cancellation by FBQ:** FBQ may cancel a lecture or workshop for any reason and Client agrees to indemnify and hold Michele/FBQ harmless from and against any loss of Client due to FBQ cancellation. In the event of cancellation by FBQ, Client shall be reimbursed all Service Fees and Deposits set forth in this Agreement. FBQ shall not be responsible for reimbursement of any cost or expense of any kind incurred by client in connection with this Agreement.

VIII. GENERAL TERMS AND CONDITIONS

- A. **Fees and Costs:** In the event of any dispute regarding this Agreement or any breach thereof, the non-defaulting party in such action or proceeding shall be entitled to recover, from the other party, all costs and expenses, including reasonable attorney fees, incurred by the non-defaulting party in connection with the dispute or breach. This Agreement shall be construed according to the laws of the State of Washington. Venue for any action pertaining in any way to this Agreement shall be in Spokane County, State of Washington.

B. **Notices:** Any notice, demand, objection, statement or other communication which either party is required or desires to give to the other shall be in writing and shall be delivered either in person, by recognized overnight courier, or by United States registered or certified mail, return receipt requested, with postage thereon fully prepaid, at the addresses of the Client and FBQ set forth above.

C. **Complete Agreement and Modification:** This Agreement along with any attachments hereto, constitutes the entire Agreement of the parties. Any change or modification to this Agreement must be in writing and signed by both parties.

D. **Electronic Transmission and Counterparts:** Electronic transmission of any signed original document and retransmission of any signed electronic transmission shall be the same as delivery of an original. At the request of either party, the parties will confirm electronically transmitted signatures by signing an original document. This Agreement may be signed in counterparts.

Most importantly, I am looking forward to working together with you to provide the best quilting lecture and workshop experience for you and your quilting group. If you have any questions about this document, please contact me prior to signing this document.

By signing below, you acknowledge you have read and understood the terms of this Agreement. Please return the signed document via email to _____ and send the original signed Agreement to 2110 E. 45th Ave., Spokane, WA 99223

Flower Box Quilts

Client:

By: Michele Crawford

By: _____
Its: _____

Date:

Date:

1st Client Representative

2nd Client Representative

Name (please print):

Name (please print):

Address:

Address:

Phone:

Phone:

Email:

Email: